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1.0 Mission Statement, History, General Organization and Governance of Saint Mary's College

Saint Mary's College of California

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1. SUBJECT: MISSION STATEMENT, HISTORY, GENERAL ORGANIZATION AND GOVERNANCE OF SAINT MARY'S COLLEGE

1.1 SAINT MARY'S COLLEGE MISSION STATEMENT

As Saint Mary's College looks ahead to the twenty-first century, it celebrates the three traditions which have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

The Mission of Saint Mary's College is:

- ❖ to probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum which includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

- ❖ to affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason; it builds community among its members through the celebration of the Church's sacramental life; it defends the goodness, dignity and freedom of each person; and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

- ❖ to create a student-centered educational community whose members support one another with mutual understanding and respect.

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic, and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live "their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity." (From: The Brothers of the Christian Schools in the World Today: A Declaration).

HISTORY OF SAINT MARY'S COLLEGE

History of the College. In its second century of Christian education, Saint Mary's College is one of the oldest colleges in the West. Dedicated in San Francisco by Archbishop Joseph S. Alemany, O.P., in 1863, the Brothers of the Christian Schools assumed its operation in 1868 and have since then determined its character and growth. Under the laws of the State of California, the College was incorporated in 1872 and given a charter empowering it to confer degrees and to exercise all other privileges of a university. The campus was relocated in Oakland in 1889 and in Moraga in 1928. In 1941, the College instituted a liberal arts program whose core was the World Classics Seminar. In 1969, a 4-4 calendar and curriculum was adopted for the undergraduate program, and in 1970 the College became co-educational.

The Brothers of the Christian Schools, founded by Saint John Baptist de La Salle in France in 1680, are lay religious who live in community and devote their lives to the Christian education of youth. Forming the largest teaching congregation of non-clerical men in the Church, with some 6,500 members and 66,000 Lasallian colleagues teaching students in 83 countries, the Brothers bring to their teaching a 300 year tradition of religious dedication, educational philosophy, scholarly preparation, and an eagerness to share with youth the excitement of learning.

The Faculty of the College is composed of lay instructors, priests, Sisters, and Brothers. Members of the faculty are selected and promoted primarily for their dedication to and skill at teaching. The College aims at being a community of scholars, and while original research and publication are valued as contributions to intellectual vitality and self-renewal of faculty, they do not take precedence over active membership in the intellectual community of the College wherein dedication and commitment to good teaching is a hallmark. In general, the size of the College and the interests and dedication of its faculty make for an extraordinarily close, informal and personal relationship with students. The evaluation of the faculty is made in terms of excellence in teaching, personal orientation to students, scholarly interests and pursuits and commitment to the aims and ideals of the College.

The Students of the College are a reflection of the history of the College, for Saint Mary's seeks to provide higher education opportunities for various social classes, but particularly for those whose educational needs are for various reasons not satisfied elsewhere and to which a proper and adequate response can be made. Reflecting the long Lasallian tradition of Christian education oriented to the needs of students, the College at various times in its history has included a Law School, a School of Commerce, an engineering department, as well as programs focusing specifically on the humanities. During the long history of the College, the expansion of both student population and academic programs has reflected the educational needs of students for which the College exists. Although, since 1970, the College has steadily extended its service to a broader and more diverse community of learners in terms of age, experience, interests and educational needs, it seeks to keep a firm eye on its central academic aim: the development of the capacity of responsible independent thought.

ACCREDITATION

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the Western Association of Schools and Colleges and by the California Commission on Teacher Credentialing. The Montessori program is accredited by the Montessori Accreditation Council for Teacher Education, the Intercollegiate Nursing Program by the California Board of Registered Nursing and the National League for Nursing, and the Paralegal Certificate program in the School of Extended Education by the American Bar Association. The Hearst Art Gallery is accredited by the American Association of Museums.

1.3 THE CORPORATE STRUCTURE OF SAINT MARY'S COLLEGE

The current Articles of Incorporation of Saint Mary's College (1938) established the College "for the instruction and Christian education of young men", a purpose since enlarged to include women. The structure of the College is determined by the Bylaws of Saint Mary's College of California, most recently revised in 1998. The following section, including the parts entitled The Corporation, The Trustees, and The Regents, is summarized from the Bylaws, a full copy of which is available in the Office of the President.

1.3.1 THE CORPORATION

Saint Mary's College of California is legally owned by a corporation of 15 members of the Brothers of the Christian Schools. Members by right are the Brother Visitor [i.e., the Provincial of the San Francisco District of the Christian Brothers], and the President of the College. The other members of the Corporation are appointed by the Brother Visitor to three-year terms, and at least two-thirds must be on the faculty or administration of the College. The members of the Corporation have the sole and exclusive power and authority to:

- consent to amendment of articles of incorporation;
- repeal the bylaws of the corporation and adopt new bylaws;
- consent to any amendments to the bylaws which adversely affect the rights of members;
- consent to dissolution of the corporation;
- consent to merger of the corporation or sale of all or substantially all of its assets.

A regular meeting of the Corporation is held once every three years. Special meetings may be called by the Board of Trustees, by the chairperson of the Board, by the President, by the Brother Visitor, or by any one member.

1.3.2 THE BOARD OF TRUSTEES

The governance of the College is ultimately entrusted to the Board of Trustees. The number of Trustees shall be fixed at 18, of whom not less than six nor more than ten shall be Brothers of the Christian Schools. Members by right are the Brother Visitor and the President of the College. The other members of the Board are elected by the Board to three-year terms. No Trustee may hold more than three successive terms except Trustees by right of office. In addition to the 18 members of the Board, there are three additional participants to the Board, the President of the National Alumni Association, the appointed faculty representative of the College, and the President of the Associated Students of Saint Mary's College. The participants share in the non-executive and non-privileged deliberations of the Board, serve on committees, but are not entitled to vote.

The Board must hold one meeting per year, in May or June, but may meet as often as needed. A meeting may be called by the chairperson or President, and must be called at the written request of five Trustees.

1.3.3 THE BOARD OF REGENTS

The Board of Regents role is advisory to the Board of Trustees and the Officers of the College. The Board of Regents is composed of not more than 55 nor less than 25 members. The regular members are nominated by the Regents' Nominating Committee and elected by

the Board of Regents to four-year terms (renewable). In addition to the regular members of the Board, there are ex-officio members who are the President, the Vice Presidents, the President of the National Alumni Association of Saint Mary's College, and the President of the Graduate Business Alumni Association of the College.

The Board of Regents meets four times annually. Special meetings may be called as circumstances require, as outlined by the Bylaws.

1.3.4

THE OFFICERS OF THE COLLEGE

The Bylaws of Saint Mary's College of California (1998) specify several Officers of the College, and grant broad executive and administrative authority to the President of the College summarized as follows:

President of the College

The President shall be the chief executive officer and general manager of Saint Mary's College.

The President may sign and execute, in the name of the Corporation, any instrument authorized by the Board of Trustees, except when the signing and execution thereof shall have been expressly delegated by the Board of Trustees or by these Bylaws to some other officer or agent of the Corporation. The President shall have all of the general powers and duties usually vested in the president of a corporation, and shall have such other powers and duties as may be conferred upon him from time to time by the Board of Trustees or these Bylaws.

The President shall be responsible for the College in all its departments. To assist him in management, he shall have the right to employ one or more Vice Presidents, provided the office is approved by the Board of Trustees. The President shall have the discretion to prescribe the duties of the Vice Presidents and other officers and employees of the College in a manner not inconsistent with the provisions of these Bylaws and the directions of the Board of Trustees.

The President shall report to the Board of Trustees at each regular meeting on problems and progress of the College and shall make an annual report to the Board on the operation and condition of the College.

Vice Presidents

The Vice Presidents, whose offices must be approved by the Board of Trustees and who serve at the pleasure of the President, shall have such powers and perform such duties as may be prescribed for them from time to time by the President or pursuant to these Bylaws.

Secretary

The Secretary shall be a member of the Board of Trustees and shall serve for a two-year term.

The Secretary shall exercise such powers and perform such duties as are usually vested in the office of secretary of a corporation, and exercise such other powers and perform such other duties as may be prescribed from time to time by the Board of Trustees or by these Bylaws.

Chief Financial Officer

The Chief Financial Officer shall exercise such powers and perform such duties as are usually vested in the office of chief financial officer of a corporation, and exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees or these Bylaws.

1.4 THE ADMINISTRATIVE ORGANIZATION

A primary purpose of the administrative organization of the College is to guarantee that the planning, execution and evaluation of all of the activities of the College take place in an orderly, efficient and beneficial manner. The administrative organization is revised from time to time to further these ends.

1.4.1 THE PRESIDENT

The President is appointed by the Provincial of the West Coast Province of the Brothers of the Christian Schools for a four-year term, renewable, and is responsible to the Board of Trustees. He is the chief executive and administrative officer of the College, and is vested with full and final authority in all matters pertaining to its government, educational programs, auxiliary services, and financial operations, within the limitations imposed by the approved policies of the Trustees, and the Charter and Bylaws of the College. He appoints the principal administrative officers of the College, and approves the appointment and retention of other administrative officers. He authorizes all faculty appointments, issues all contracts, and confers all promotions and tenure, informed by the recommendation of the Academic Vice President, who is advised by the appropriate academic officers and the Rank and Tenure Committee. He also approves all policies affecting non-academic personnel of the College. He is an ex-officio member of all College committees.

The administrative staff of the President consists of the Vice Presidents (Academic Affairs, Student Affairs, Planning and Advancement, Development, Administration and Chief Financial Officer, and Enrollment Services), the Executive Assistant to the President, and the General Counsel.

1.4.1.1 Executive Assistant to the President

The Executive Assistant to the President is appointed by the President to serve in various assignments as the representative of the President, and is a member of the President's Cabinet.

1.4.1.2 General Counsel

The General Counsel is appointed by the President to provide legal advice to the President, to the Board of Trustees and to the College. The General Counsel manages litigation that affects the College, prepares College contracts and agreements, analyzes federal, state and local laws and regulations to determine their potential impact on the College, and monitors compliance with statutory requirements. Additionally, the General Counsel serves as a general legal advisor to the President, performs special legally-related assignments for the President, and is a member of the President's Cabinet.

1.4.1.3 Director of Campus Ministry

The Director of Campus Ministry is responsible for all College-related religious, liturgical and sacramental activities. The Director supervises the Campus Ministry staff and is also responsible for scheduling and policy regarding the use of the Chapel, for the supervision of the Campus Ministry budget, and for the organization of various educational and spiritual activities sponsored by the Campus Ministry. The Director and the Campus Ministry staff serve the students, faculty, staff and alumni of the College and seek to cooperate with the Department of Religious Studies and the Christian Brothers communities when appropriate.

1.4.1.4 College Diversity Coordinator

The College Diversity Coordinator reports directly to the President and may act as the President's designated representative at diversity-related meetings, functions, and campus events. The College Diversity Coordinator recommends to the President membership for the President's Celebrating Diversity Committee, and with others, helps to facilitate and monitor the goals of the College in moving towards diversity initiatives. The Coordinator assists all advisory boards, Schools, departments, programs and offices within the College in developing and implementing their respective diversity initiatives. The Coordinator also communicates regularly with the President and the campus community regarding process and procedures to address diversity concerns, diversity programming, events and goals at the College, while assisting the Office of Human Resources in providing on-going diversity training for faculty, staff, and administrators. The College Diversity Coordinator is an ex-officio member of the Equal Employment Opportunity Compliance Committee.

1.4.2 ACADEMIC VICE PRESIDENT

The Academic Vice President is appointed by the President as chief academic officer of the College for a term mutually agreed upon and is responsible to the President. As the administrative officer responsible for all academic affairs of the College (policies, personnel, programs, budgets), the Vice President is vested with authority commensurate with such responsibility. The Vice President recommends to the President the appointment, promotion, and retention of deans, administrative staff, and all full-time faculty. The Academic Vice President is a member of the President's Cabinet, chairperson of the Council of Deans, and an ex-officio member of all committees in the area of academic affairs.

The administrative staff of the Academic Vice President to whom responsibility and commensurate authority are delegated are the Assistant Academic Vice President, Deans of the Schools, Dean of the Intercollegiate Nursing Program, Dean for Academic Resources/Director of the Library, Dean of Academic Advising and Achievement, Dean for Academic Development, Director of Hearst Art Gallery, Director for Faculty Development and Scholarship, and Director of the Center for International Programs.

1.4.2.1 Assistant Academic Vice President

The Assistant Academic Vice President oversees the programs of the Office of Academic Advising and Achievement, and is responsible for the traditional undergraduate Commencement, the summer Lasallian Heritage Institute and other Lasallian events throughout the year, and the College Convocation. The Assistant Academic Vice President acts as the College's Diversity Affairs Coordinator, is co-responsible with the Dean for Campus Life for new student Orientations, and takes other duties as assigned.

1.4.2.2 Deans, Academic Affairs

1.4.2.2.1 Dean of the School

The Dean of the School is its chief academic officer and is vested with the commensurate authority and responsibility for all aspects of the academic enterprise of the School (policy, planning, personnel, programs, budgets). The Dean reports to the Academic Vice President and recommends the appointment, promotion and retention of his/her administrative staff and of full-time faculty; appoints all part-time faculty; consults with the Academic Vice

President on all matters relating to substantive revision of the academic policies and programs of the School and the appointment of chairpersons; collaborates with other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.2 Dean of Intercollegiate Nursing Program

Jointly appointed by Saint Mary's College and Samuel Merritt College, the Dean is the chief academic officer of the Intercollegiate Nursing Program and is vested with the commensurate authority and responsibility for the curriculum and for all aspects of academic policy and its implementation. The Dean recommends to the Academic Vice President the appointment, promotion and retention of jointly appointed administrative staff and faculty; consults with the Academic Vice President in all matters relating to substantive revision of the academic policies and of the program; collaborates with the other Deans in matters of mutual concern and especially with those involving overlapping policies, programs and faculty.

1.4.2.2.3 Dean for Academic Resources/Director of the Library

The Dean for Academic Resources is responsible, in collaboration with the Deans of the Schools, for the development, programming, and administration of the information and learning resources of the Saint Albert Hall Library, including Media Services, and the Hearst Art Gallery. The Dean is responsible for the quality, allocation, and evaluation of collections, services, facilities, and staff in support of the academic learning environment. The Dean determines an appropriate balance among print, image, and electronic academic resources which make up these collections through broad-based collaboration with librarians, faculty and administrative staff.

1.4.2.2.4 Dean of Academic Advising and Achievement

The Dean of Academic Advising and Achievement is responsible, in collaboration with the appropriate Deans of the Schools and the Dean for Student Development, for development, implementation, and evaluation of the program of academic advising and related services for undergraduate students; for supervision and coordination of the Minority Students program, the Academic Support and Achievement programs, and the High Potential program. The Dean is assisted by the coordinators and directors of the above-named programs.

1.4.2.2.5 Dean for Academic Development

The Dean for Academic Development is responsible, in collaboration with the Deans of the Schools and the Registrar, for such services as coordination of undergraduate class scheduling, review of projected undergraduate departmental offerings, and implementation of academic probation and disqualification policies. The Dean handles the student evaluations of faculty and courses and student grievances on academic issues. The Dean is chair of the Faculty Development Fund Committee and is assisted by the Director for Faculty Development and Scholarship. The Dean prepares for publication the *College Catalog*, the *Faculty Handbook*, the academic committee master list, and responds to college-wide requests for academic information or assistance.

1.4.2.2.6 Associate Dean, School of Economics and Business Administration

The Associate Dean of the School of Economics and Business Administration's primary responsibilities are in the areas of strategic planning and budget management. The Associate Dean also fulfills other functions assigned by the Dean of the School to whom he/she reports.

1.4.2.2.7 Associate Dean, School of Education

The Associate Dean of the School of Education ensures the quality of academic programs, coordinates the implementation of academic policies and procedures, coordinates accreditation and program approval activities, makes recommendations regarding admissions criteria and program standards, and oversees development and revisions of the School bulletin, student *Handbook*, Adjunct Faculty *Handbook*, and policy/procedures manual. The Associate Dean implements policies related to student affairs, probation and disqualification, student evaluations of faculty/courses, and student grievances on academic issues. The Associate Dean supervises the Credential Analyst and various coordinators, chairs the School of Education Academic Policies and Regulations Committee, participates in budget planning, and prepares reports for the Dean of the School.

1.4.2.3 Director, Academic Affairs

If a director has the basic responsibilities of a department chairperson, the description of responsibilities and authority given under 1.4.2.4.1 applies to the director. If the director does not have such basic responsibilities, then reference must be made to a job description.

1.4.2.3.1 Director of the Collegiate Seminar Program

The Director of the Collegiate Seminar Program, appointed by the Dean of the School of Liberal Arts in consultation with the Academic Vice President, is responsible, in collaboration with the Governing Board of the Collegiate Seminar of which the Director is chairperson, for the organization and development of the program and the appointment, evaluation and development of faculty in the program. (This entails the basic responsibilities of a chairperson as specified in 1.4.2.4.1). In collaboration with the Deans of the Schools (from which the faculty is drawn), the Director is responsible for providing for the staffing needs of the program.

1.4.2.3.2 Director of January Term

The Director of the January Term, appointed by the Dean of the School of Liberal Arts in consultation with the Academic Vice President, is responsible, in collaboration with the January Term Committee of which the Director is chairperson, for the organization, development and evaluation of the January Term program, for the provision and appropriate staffing of needed courses in the context of the January Term, for approving courses proposed by faculty for the January Term in consultation with the January Term Committee, for the evaluation of faculty teaching in the January Term program and for exercise of appropriate jurisdiction over all faculty teaching in the program.

1.4.2.3.3 Director of Graduate Business Programs

The Director of Graduate Business Programs is responsible, in consultation with the Dean of the School of Economics and Business Administration and with the faculty of the Graduate Business Programs, for the overall quality of the Graduate Business Programs. As the department chair for the Graduate Business faculty, the Director is responsible for the

recruitment of full and part-time faculty, for curriculum assessment and development, and for academic policy in the Graduate Business Programs. The Director is also responsible, with the assistance of the Director of Admissions and External Relations of Graduate Business Programs, for the number and quality of students admitted to those programs. In general, the Director is responsible for the financial performance of the Graduate Business Programs, and is charged with the development of the annual budget and with overseeing all expenditures.

1.4.2.3.4 Director of Master of Fine Arts Program in Creative Writing

The Director of the Master of Fine Arts Program in Creative Writing, appointed by the Dean of the School of Liberal Arts in consultation with the Academic Vice President, oversees the administration of all aspects of the program's operation, including recruitment, public and community relations, admissions, scheduling, budgeting, and contractual negotiations with visiting writers. The Director is responsible for marketing and fund-raising, and for organizing all public functions associated with the program, including co-direction of the Creative Writing Reading Series. The Director reports to the Program Steering Committee, which is responsible for all academic policy-making within the program.

1.4.2.3.5 Director for Faculty Development and Scholarship

The Director for Faculty Development and Scholarship, appointed by the Academic Vice President, is responsible for the direct support of all undergraduate and graduate faculty in the teaching process and in their scholarly activities, chairs the Committee on Teaching and Scholarship, and coordinates the College's Visiting Fellows programs. The Director assists the Dean for Academic Development in the determination of faculty/curriculum development awards. The Director has supplementary responsibility to support the achievement of academic excellence in students.

1.4.2.3.6 Director of Center for International Programs

The Director of the Center for International Programs is responsible for the oversight of the Center for International Programs. This center provides study abroad opportunities to Saint Mary's students and supervises the Intensive English Program. In addition, the center furnishes orientation, counseling and assistance to matriculated international students in both undergraduate and graduate programs. The Director is advised by the Committee on International Programs and reports to the Academic Vice President.

1.4.2.3.7 Director of Academic Support and Achievement Programs

The Director of Academic Support and Achievement Programs (ASAP) is responsible for a variety of undergraduate support services offered by the ASAP office both to students who experience academic difficulties and to those who wish to achieve greater academic success. The services include an extensive tutorial program and drop-in study groups. The Director oversees Project Success, an intervention program which assists students on first-time academic probation to build skills they need to return to good academic standing. The Director coordinates the provision of limited individualized assistance to students with learning and/or physical disabilities.

1.4.2.3.8 Director of High Potential Program

The Director of High Potential Program administers the program designed to offer admission and support to students who, due to adverse social, economic, educational, or other factors, have demonstrated their potential to succeed in college through other than traditional indicators. The Director is responsible for the organization of an intensive summer orientation program for these students and the provision of a broad range of other academic and personal support programs throughout the year.

1.4.2.3.9 Director of Hearst Art Gallery

The Director of Hearst Art Gallery oversees the programs of the Hearst Art Gallery, including exhibitions and the preservation and development of the College art collection. The Director is responsible for developing policies, procedures, long-range plans and budgets, including funding from non-College sources, in consultation with the Gallery's Advisory Board, curator and staff, and other College officials. The Director is responsible for seeing that the Gallery upholds the standards and ethics of the museum profession, as defined by the American Association of Museums and other professional organizations.

1.4.2.3.10 Director of Admissions and Recruitment, School of Extended Education

The Director of Admissions and Recruitment, School of Extended Education, is responsible for promotional activities for the School of Extended Education and the admission and enrollment of prospective students, selects and directs the work of the program counselors and support personnel, and prepares the preliminary budget.

1.4.2.3.11 Director of the Law Studies Program, School of Extended Education

The Director of the Law Studies Program, School of Extended Education, coordinates instructional and curricular aspects of the Extended Education Paralegal Certificate Program and the undergraduate Law Studies Program. The Director is responsible for initiation of recommendations for faculty appointment, assignment and retention, and for faculty training and orientation, academic review of student materials, development and revision of curriculum and learning resources, administrative tasks related to curriculum and instruction, and the participation in the formulation of academic policy.

1.4.2.3.12 Director of Weekend College, School of Extended Education

The Director of the Weekend College, School of Extended Education, is responsible for the marketing, organization, and administration of the Weekend College programs, working with the faculty to create course offerings for Extended Education students. The Director is also responsible for the marketing and administration of the Open Enrollment Program, which facilitates enrolling non-matriculated individuals into the on-campus classes on a space available basis.

1.4.2.3.13 Director of Undergraduate Degree Programs, School of Extended Education

The Director of Undergraduate Degree Programs, School of Extended Education, coordinates the provision of instructional and student services for degree programs. Responsibilities include the coordination of procedures for hiring, orientation, contracting, scheduling, and evaluation systems of part-time faculty. The Director supervises the

academic services support staff, providing services to off-campus students, including class schedules; syllabi, books, and materials; and off-campus site coordination. The Director also applies academic and administrative policies and procedures to student concerns.

1.4.2.3.14 Director of Academic Counseling, School of Extended Education

The Director of Academic Counseling, School of Extended Education, manages the professional staff who provide on-going academic counseling throughout the regional sites. The Director, acting as lead counselor, is responsible for the advising of undergraduate students in the selection of topics for portfolio assessment.

1.4.2.3.15 Director of Graduate Health Services Administration Program, School of Extended Education

The Director of Graduate Health Services Administration, School of Extended Education, in working with the department chair, has primary responsibility for recruiting students and recommending program admissions and in collaboration with the Dean recommends faculty, staffing, and scheduling of classes. The Director is also responsible for faculty evaluation, administration of academic policy and, with the department chair, curricular development.

1.4.2.3.16 Director of Liberal Education for Arts Professionals (LEAP™) Program, School of Extended Education

The Director of Liberal Education for Arts Professionals Program, School of Extended Education, is responsible for recruiting students, recommending program admission, providing academic advising, program counseling, and administration of academic policy. The Director recommends appointments of program faculty to the Dean and collaborates with other departments for program staffing. In addition, the Director advises students on independent study and senior projects, and is an instructor in the program.

1.4.2.3.17 Director of Graduate Liberal Studies Program, School of Extended Education

The Director of Graduate Liberal Studies Program, School of Extended Education, is responsible for recruiting students, recommending program admission, and providing academic advising. The Director recommends the appointment of program faculty to the Dean, is responsible for class scheduling, faculty evaluation, and administration of academic policy. In collaboration with the Program Advisory Board, of which the Director is the chairperson, the Director of Graduate Liberal Studies Program is responsible for the organization and development of the program and is an instructor in the program.

1.4.2.3.18 Program Directors for School of Education

The Directors of the Crosscultural Education, Early Childhood, Educational Leadership, Graduate Counseling, Multiple Subject, Reading and Language Arts Leadership, Single Subject, and Special Education Programs in the School of Education fulfill the basic responsibilities of department chairpersons (see 1.4.2.4.1) and coordinate the administrative, managerial, and instructional aspects of the credential, master's and doctoral degree programs under their supervision. In addition to their responsibilities for curriculum and instruction, they are responsible for program recruitment, admission, academic advising, and class scheduling; for recommending full and part-time faculty for appointment, assignment, and retention; for faculty training and orientation; for collaboration with Schools; for field supervision; and for program and student evaluation. Directors supervise staff, participate in

the formulation of academic policy, and apply academic and administrative policies and procedures to student concerns.

1.4.2.4 Chairpersons of Undergraduate Departments

The chairpersons of departments which are composed of undergraduate faculty are appointed by the Dean of the School for a three-year term, normally after consultation with at least the senior members (i.e., full professors and tenured members) of the department and the Academic Vice President. Department chairpersons may be reappointed by the Dean after confidential evaluations have been solicited from all members of the department and consultation has taken place with all senior department members and others whose opinions the Dean deems may be helpful. The terms of the department chairpersons should be staggered so that approximately one-third are considered for reappointment each year.

1.4.2.4.1 Duties of a Department Chairperson, Undergraduate Department

1. Departmental Organization

- a. Organize instruction (course assignment, course scheduling) and develop instruction (new courses, teaching effectiveness) within the department for the academic year;
- b. Ensure that the College's policy on final examination scheduling is followed by faculty;
- c. Hold regular monthly departmental/program meetings, the minutes of which are sent to the Dean;
- d. Discuss with candidates the criteria for tenure and promotion; under teaching effectiveness include the candidate's policies and standards on grading, homework, and examination/papers;
- e. Prepare description and evaluation of departmental/program curricula for the Educational Policies Board or appropriate School committee;
- f. Consult in a spirit of cooperation with departmental/program members on matters of their own practice and of general departmental interest. (For the chairperson's procedure when a department member is being reviewed by the Rank and Tenure Committee, see Rank and Tenure Procedures, section 2.6.2.2.);
- g. Submit department/program budget proposals and exercise control over expenditures in the approved budget;
- h. Recruit new faculty members, maintain records and complete such reports on applicants as are required by the Human Resources office;
- i. Review the performance of adjunct and visiting faculty and lecturers, based on criteria to be established by the Dean of the School, which may include classroom visitations and the general student questionnaire.

j. Rank and Tenure Review

It is the responsibility of the chairperson to:

- a. Familiarize himself/herself with and follow the procedures of the Rank and Tenure Committee as these pertain to the chairperson;
- b. Maintain a current file for each member of the department with relevant material of candidates for rank and tenure review; keep informed on candidates subject to interim review, those eligible for tenure, and those eligible for promotion; collect appropriate materials to be presented to ranked members of the department to assist them in their evaluation of the candidates;
- c. Be responsible for the timely placement of the departmental forms in the candidate's rank and tenure file and of the formal letter from the chairperson for candidates subject to interim review, and of any appropriate letters of recommendations on candidates (see Rank and Tenure Procedures, section 2.6.2.2);
- d. Review student evaluations of the candidates, especially the opinions of departmental majors;
- e. Make written departmental rank and tenure recommendations on candidates, in consultation with ranked members; report objectively any recommendations of ranked members which are different from those of the chairperson, submitting those directly to the Rank and Tenure Committee; share and discuss these written recommendations with the candidate prior to submitting them to the Rank and Tenure Committee;
- f. Submit appropriate written class visitation evaluations from the candidate's departmental file to the candidate's rank and tenure file.

3. Teaching Effectiveness

- a. Class visitation of departmental members:
 - i. For faculty moving toward tenure, a minimum of two classroom visits per term, at least one by the department/program chairperson, is expected.
 - ii. Faculty being considered for promotion must be visited by the chairperson.
- b. Written evaluation of class visitation:
 - i. The visitor is required to submit a written evaluation of the visit to the faculty member and then to consult about the evaluation with him/her. A copy of the evaluation is to be placed in the departmental file.
- c. Student evaluation questionnaire:
 - i. Discuss with and make recommendations to departmental faculty concerning student evaluation questionnaires which provide a perspective of teaching effectiveness which complements peer evaluation.

- d. Hear and ascertain the validity of complaints that may be received from members of the department or from students who are taking courses in the department/program.

4. Authority

- a. To recommend to the Dean, as appropriate, the reappointment or non-appointment of departmental/program faculty;
- b. To call departmental/program meetings and to establish departmental/program committees;
- c. To assign courses and schedule courses of instructors in the spirit of cooperation with them;
- d. To initiate procedures deemed necessary for the good of the department/program (e.g., for the dismissal of an instructor);
- e. To visit classes and to delegate tenured members of the department/program to do so; class visitations (day and time) are with the instructor's permission;
- f. To exercise the power of veto over departmental/program decisions;
- g. Limitations on the chairperson's authority: major changes (e.g. personnel policies, major requirements, composition of the major, interdisciplinary requirements) may be undertaken only with the approval of the Dean and others if necessary.

1.4.2.5

Department Chairpersons, School of Extended Education

The chairpersons of the Departments of Management, Health Services Administration, Portfolio Instruction, Portfolio Evaluation, and Critical Perspectives in the School of Extended Education coordinate instructional and curricular aspects of Extended Education bachelor's degree and master's degree programs. They are responsible for initiation of recommendations for faculty appointment, assignment and retention, for faculty training and orientation, academic review of student materials, development and revision of curriculum and learning resources, administrative tasks related to curriculum and instruction, and the participation in the formulation of academic policy.

1.4.3

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the chief administrative officer for student affairs, the Vice President is charged with facilitating the development of traditional undergraduate students in a manner which complements and completes their academic curriculum and serves the Mission of the College. The Vice President is vested with authority commensurate with the following responsibilities: the supervision of the student life educators, administrators, and staff in the areas of athletics, career development and job placement, counseling and psychological services, on-campus events and conferences, and public safety, as well as student community service and volunteer activities, health services, judicial affairs, leadership development, services and programs for students, including some designed specifically for women, residence life, recreation and wellness, and student government, clubs, media and activities. The Vice President recommends to the President the appointment, promotion, and retention of the administrative staff. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the area of student affairs.

The administrative staff of the Vice President for Student Affairs includes the Dean of Student Development, the Dean for Campus Life, the Director of Athletics, the Director of Events and Conferences, the Director of Public Safety, the Director of the Career Development Center, the Director of the Counseling Center, the Director of Student Activities, the Director of the Catholic Institute for Lasallian Social Action, and the Director of the Women's Resource Center.

1.4.3.1

Dean of Student Development

The Dean of Student Development is responsible to the Vice President for Student Affairs and is designated the primary advocate for student development, providing administrative leadership for the Directors of the Career Development Center, the Counseling Center, Student Health and Wellness Center, the Catholic Institute for Lasallian Social Action (CILSA), and for the Director of the Women's Resource Center. The Dean's duties include the administration of student judicial policies and procedures in collaboration with the Dean for Campus Life, the Director of Student Conduct, the Director of Public Safety and other designated administrators

1.4.3.1.1

Director of Career Development Center

The Director of the Career Development Center coordinates career exploration programs and counseling services, internship placement, on-campus recruitment for full-time employment for students and alumni as well as part-time employment opportunities for students. The Director works in collaboration with the Director of Alumni and the Alumni Board of Directors, and chairs the Career Development Advisory Board.

1.4.3.1.2

Director of Counseling Center

The Director of the Counseling Center coordinates counseling and psychological services for students on an individual and group basis; consults with student affairs educators, administrators and staff as well as with faculty regarding student emotional, behavioral and psychological concerns; provides alcohol and drug education programs as well as other relevant workshops and group presentations.

1.4.3.1.3 Director of Student Health and Wellness Center

The Director of the Student Health and Wellness Center coordinates the provision of medical care and education, especially for minor illness or injuries, and health and wellness education and promotion activities. The Director chairs the Student Health Committee.

1.4.3.1.4 Director of Catholic Institute for Lasallian Social Action (CILSA)

The Director of CILSA provides leadership to the campus community in developing, promoting, and coordinating opportunities and resources to enhance student engagement in volunteer community service, social justice activities, and reflection experiences. The Director is responsible for developing a staff of professionals, students and faculty and for establishing an Advisory Board for this campus program. CILSA serves the campus community primarily as an action-oriented, information and referral center promoting a culture of service across the College.

1.4.3.1.5 Director of Women's Resource Center

The Director of the Women's Resource Center promotes a campus environment where students, especially women students, are encouraged to seek gender-related information and exchange views. The Center coordinates the provision of relevant educational programs and activities.

1.4.3.2 Dean for Campus Life

The Dean for Campus Life is responsible to the Vice President for Student Affairs and provides administrative leadership to the Directors of Student Activities, and Events and Conferences, and direct oversight of the Office of Residence Life. The Dean and the Residence Life staff establish policies, programs and procedures which facilitate students' intellectual and spiritual development as active members of the diverse college community. The administrative staff of Residence Life includes the Associate Directors, Resident Community Coordinators, Resident Directors/Brother Counselors, and Resident Advisors. The Dean for Campus Life works in collaboration with the Dean of Student Development in the administration of student disciplinary policies, and with the Director of Public Safety.

1.4.3.2.1 Director of Student Activities and Leadership

The Director of Student Activities and Leadership advises and coordinates the student government, clubs and media, appoints the faculty/staff moderators for all registered student clubs and coordinates multi-cultural, social and co-curricular events and programs for the undergraduate student body.

1.4.3.2.2 Director of Events and Conferences

The Director of Events and Conferences coordinates the scheduling of the College's meeting and conference rooms as well as outdoor sites; facilitates the use of campus meeting, recreational, and residential facilities for non-college groups and organizations, especially during the summer months.

1.4.3.2.3 Resident Community Coordinator/Area Coordinator

The Resident Community Coordinators/ Area Coordinators reside in the residence halls and are responsible for specific residence halls; coordinate co-curricular program development for resident students; share responsibility for residence staff supervision and training; assist with the resolution of resident student discipline situations; and assist in building management matters.

1.4.3.2.4 Resident Director/Brother Counselor

The Resident Directors/Brother Counselors reside in the residence halls and are responsible for a specific residence hall and remaining informed of the well-being of the resident students therein. They coordinate co-curricular program implementation for resident students, share responsibility for residence staff supervision and training; function as delegated judicial officers responsible for the resolution of certain resident student discipline situations, and assist in building management matters.

1.4.3.2.5 Resident Advisor

The Resident Advisors are trained graduate or upper division students who work in collaboration with the Resident Director/Brother Counselor under the supervision of the Resident Community Coordinator/Area Coordinator. They are assigned evening duty work hours in the residence halls, and are available to students for general assistance. They attempt to foster an environment conducive to academic scholarship and personal development, provide co-curricular opportunities, and assist in enforcing the code of student conduct.

1.4.3.3 Director of Athletics

The Director of Athletics administers the intercollegiate athletic programs and facilities of the College. The Director recommends to the Vice President for Student Affairs the appointment of all coaches and is responsible for the athletic department budget; NCAA, WCC and other relevant athletic compliance matters, athletic marketing and promotion (in collaboration with the Advancement Office); athletic grant-in-aid allocation (in collaboration with the Admissions and Financial Aid offices); and athletic fund-raising (in collaboration with the Development office). The Director and the Senior Woman Administrator are ex-officio members of the Campus Athletic and Recreational Sports Committee, the Regents Athletic Advisory Committee, and the Student-Athletic Advisory Committee.

1.4.3.4 Director of Public Safety

The Director of Public Safety coordinates campus safety and security matters, establishes and enforces parking and traffic regulations, coordinates crime investigation and reporting, and facilitates emergency and natural disaster operations.

1.4.4 VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER

The Vice President for Administration and Chief Financial Officer is appointed by the President with the approval of the Board of Trustees for a term mutually agreed upon, and is responsible to the President. The duties of the Vice President for Administration and Chief

Financial Officer include responsibility for all business and financial affairs of the College (business policies, operations, communications, human resources, physical plant and contracted services). The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion, and retention of administrative staff and the selection of firms contracting with the College to provide services. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the areas of business, finance, buildings, technology and human resources.

The administrative staff of the Vice President for Administration and Chief Financial Officer are the Assistant Vice President for Business Affairs, the Executive Director of the Physical Plant, the Director of Information Technology, the Director of Finance/Controller, and the Director of Human Resources.

1.4.4.1 Assistant Vice President for Business Affairs

The Assistant Vice President for Business Affairs supervises the operation of the Purchasing Department and the Print Shop, and assists the Vice President for Administration/Chief Financial Officer in preparation of the annual budget, periodic financial reports, and financial analysis of various program alternatives in order to aid the administration in the decision-making process.

1.4.4.2 Executive Director of the Physical Plant

The Executive Director of the Physical Plant supervises the personnel and the maintenance program of the physical plant, including all buildings and grounds, equipment, utilities, and vehicles. The Executive Director also schedules and coordinates the use of College vehicles.

1.4.4.3 Director of Finance/Controller

The Director of Finance/Controller supervises and directs business office operations, including all accounting functions, cash management, billing, collections, accounts payable, and payroll. The Director of Finance/Controller arranges for an annual audit of the College's financial records.

1.4.4.4 Director of Human Resources

The Director of Human Resources is responsible for the College's human resources, compensation, benefits programs, and discrimination policies, including but not limited to the College's sexual harassment policies. The Director coordinates hiring, reviews all contracts, recommends salary, personnel, and benefit policies to the administration, monitors College compliance with laws in government regulations, e.g., Equal Employment Opportunity, Title IX and Title VII regulations, investigates reported complaints of improper conduct, and advises on other appropriate matters affecting the human resources of the College.

1.4.4.5 Director of Information Technology

The Director of Information Technology is responsible for both academic and administrative technology, including the planning, implementation and management of electronic resources and management of information systems. The Director oversees

campus telecommunications, and coordinates with the Dean for Academic Resources/Director of the Library in supporting the library information technology system.

1.4.5 VICE PRESIDENT FOR PLANNING AND ADVANCEMENT

The Vice President for Planning and Advancement is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the principal external affairs officer, the Vice President oversees the offices of External Relations, Alumni Relations, Parent Relations, Media Relations, Community Relations and Publications, and Marketing. As the principal planning officer for the College, the Vice President oversees the Office of Architecture and Construction and is the reporting officer to whom all planning consultants report. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Advancement staff and appoints other staff. The Vice President is a member of the President's Cabinet, is the chair of the Campus Planning Committee, and an ex-officio member of all committees in the area of advancement.

The administrative staff of the Vice President for Planning and Advancement are: the Senior Director for External Relations, the Director of Publications and the Director of the Office of Architecture and Construction.

1.4.5.1 Senior Director for External Relations

The Senior Director for External Relations is responsible for the College's external relations program, overseeing the areas of alumni, parent, community and media relations.

1.4.5.2 Director of Publications

The Director of Publications is responsible for supervising and coordinating the publishing of all materials related to the College. The Director's primary publication responsibilities include academic catalogues, admissions materials, and advancement and development marketing pieces.

1.4.5.3 Director of Architecture and Construction

The Director of Architecture and Construction is responsible for supervising and coordinating all construction on campus from preliminary planning through project completion.

1.4.6 VICE PRESIDENT FOR DEVELOPMENT

The Vice President for Development is appointed by the President for a term mutually agreed upon, and is responsible to the President. As the principal fund raising officer, the Vice President oversees the offices of Development and Advancement Services. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging the alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. The Vice President is vested with authority commensurate with such responsibilities. The Vice President recommends to the President the appointment, promotion and retention of administrative Development staff and appoints other staff. The Vice President is a member of the President's Cabinet, is

the liaison to the Board of Regents, and an ex-officio member of all committees in the area of development.

The administrative staff of the Vice President for Development are: the Director of Advancement Services and the Special Assistant to the President.

1.4.6.1 Director of Advancement Services

The Director of Advancement Services is responsible for supervising the research conducted on behalf of the College regarding its donors as well as for managing the computer information system and the staff associated with the system.

1.4.6.2 Special Assistant to the President

The Special Assistant to the President may serve in the capacity of spokesperson for the College in the President's place when the President so designates. The Special Assistant works with members of the Advancement and Development staffs on calendar and events issues involving the Special Assistant's participation and assumes responsibility for fund raising as directed by the President and the Vice President for Development.

1.4.7 VICE PRESIDENT FOR ENROLLMENT SERVICES

The Vice President for Enrollment Services is appointed by the President for a term mutually agreed upon and is responsible to the President. As the administrative officer primarily responsible for the enrollment and retention of students (recruitment, admission, financial aid, registration, institutional research, progress towards degree), the Vice President is vested with authority commensurate with such responsibility. The Vice President recommends to the President the appointment, promotion and retention of the administrative staff in Enrollment Services and appoints other staff. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the areas of recruitment, admission, financial aid, registration, institutional research, and retention.

The administrative staff of the Vice President for Enrollment Services are the Dean of Admissions, the Registrar, the Director of Financial Aid, and the Director of Articulation and Transfer.

1.4.7.1 Registrar

The Registrar is responsible for the following registrarial functions: academic records (transcripts, grades, grading policies); enrollment (registration requirements and procedures, leave of absence, withdrawal from School, verification of enrollment, qualifications for readmission); progress toward degree (academic probation, special academic petitions, declarations of major and minor); determination of degree requirements (candidacy, granting of degrees, course credit evaluations); class schedule, room assignments; and final examination schedule. Along with others, the Registrar contributes to institutional research efforts, and is primarily responsible for the enforcement of academic regulations. The Registrar is assisted by the staff of the Office of the Registrar.

1.4.7.2 Dean of Admissions

The Dean of Admissions is responsible for the recruitment and admission evaluation of all incoming traditional undergraduate students. Responsibilities include demographic research,

development of publications and video, School and college visits, interviewing of applicants, and supervision of alumni, faculty and student recruitment programs, consideration of applicants' credentials and determination and notification of admission status. The Director supervises the Admissions office staff of counselors and support personnel.

1.4.7.3 Director of Financial Aid

The Director of Financial Aid supervises and administers all aspects of the financial aid program. The Director counsels students and parents on the availability of financial aid and scholarships, determines eligibility for the college's financial aid programs, prepares applications for federal funds, directs the awarding of financial aid and the maintenance of records, and prepares reports required by federal, state, and institutional agencies.

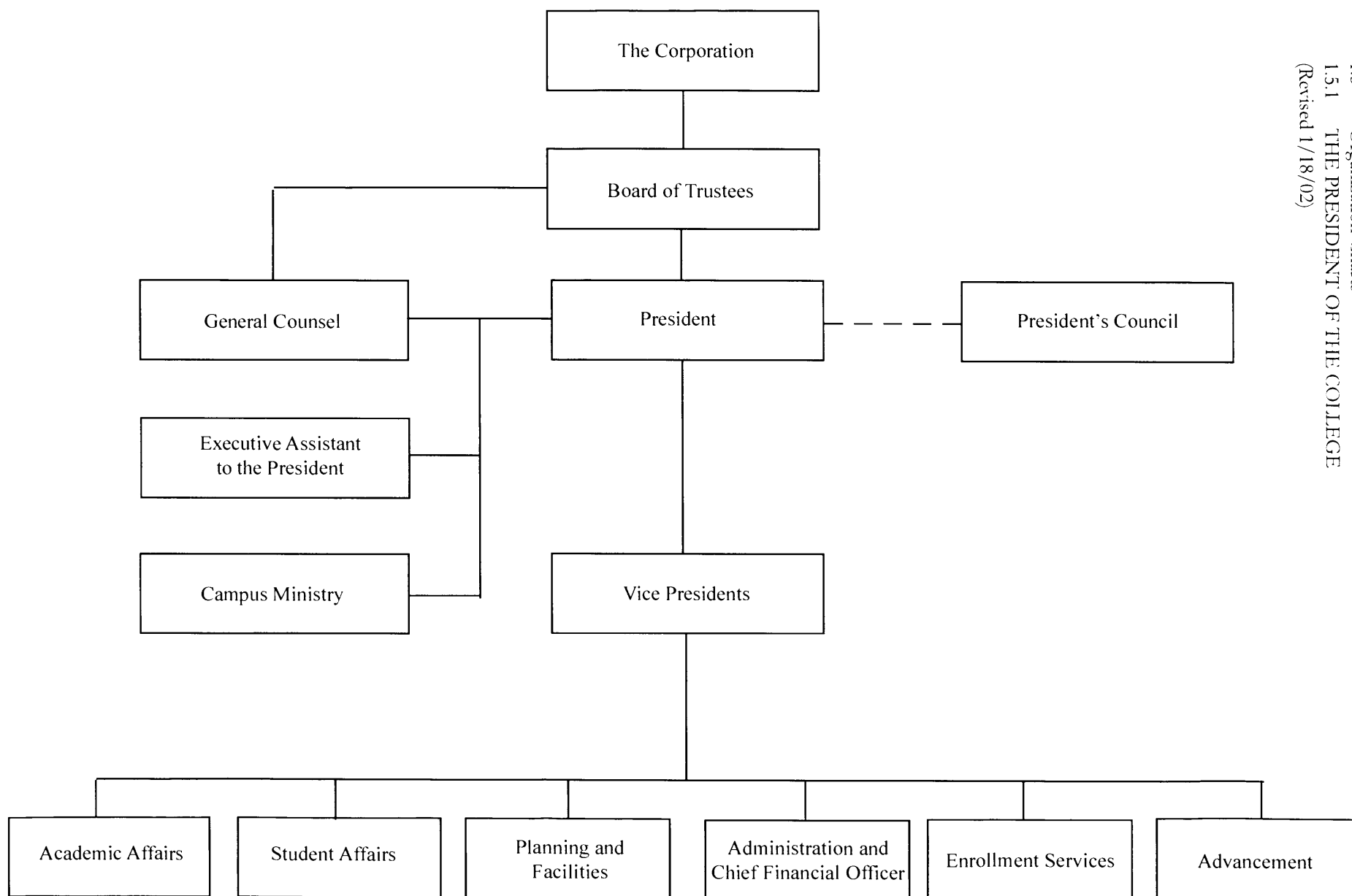
1.4.7.4 Director of Articulation and Transfer

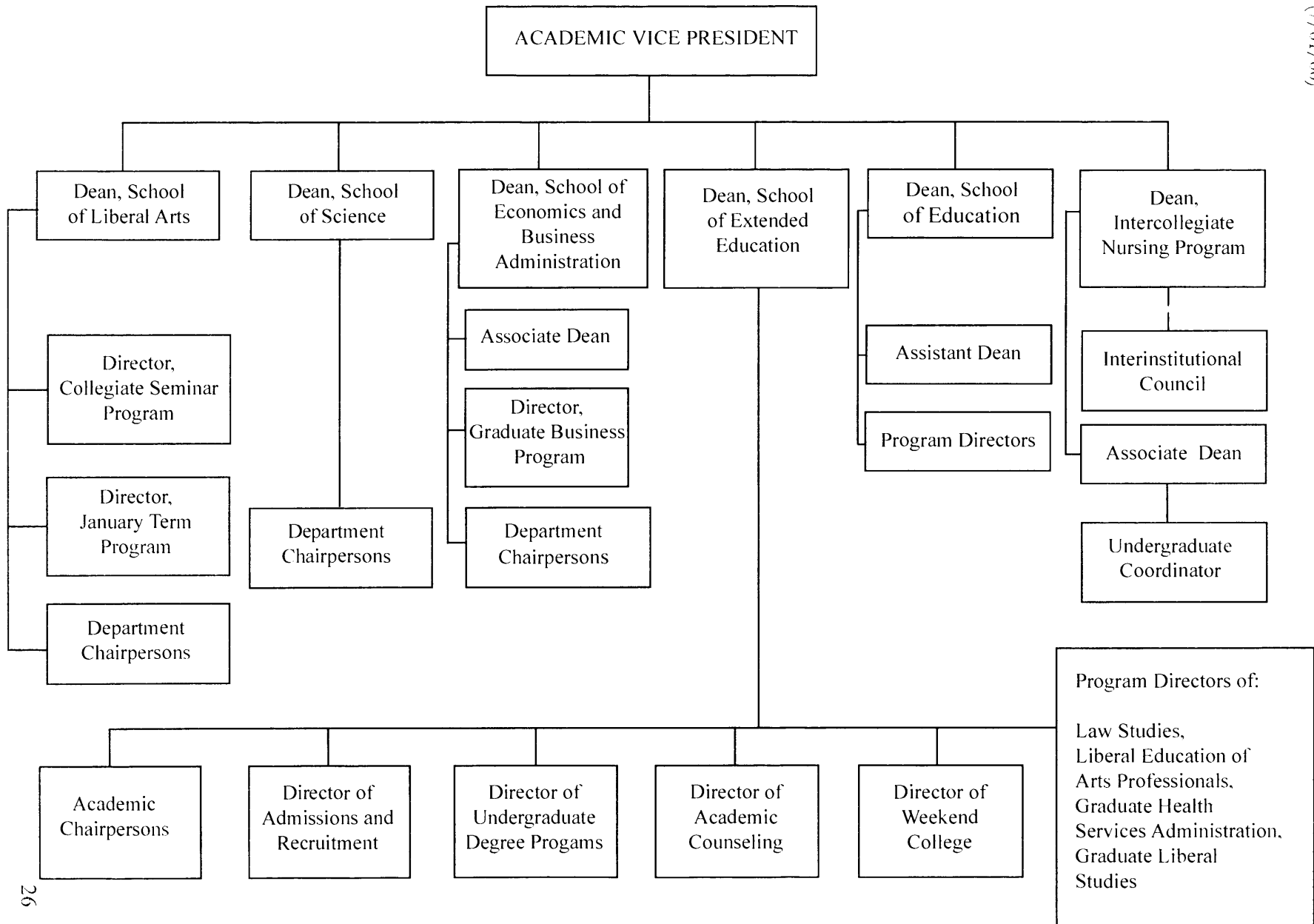
The Director of Articulation and Transfer is the institutional advocate for transfer students. The Director is responsible for developing formal articulation agreements with other institutions of higher education, providing prospective transfer students with preliminary advanced standing evaluations, determining the transferability of courses, and arranging for the course scheduling and orientation of new transfer students. In addition, the Director is responsible for monitoring and addressing other institutional policies and procedures (e.g., residence life, advising, orientation) which affect transfer students.

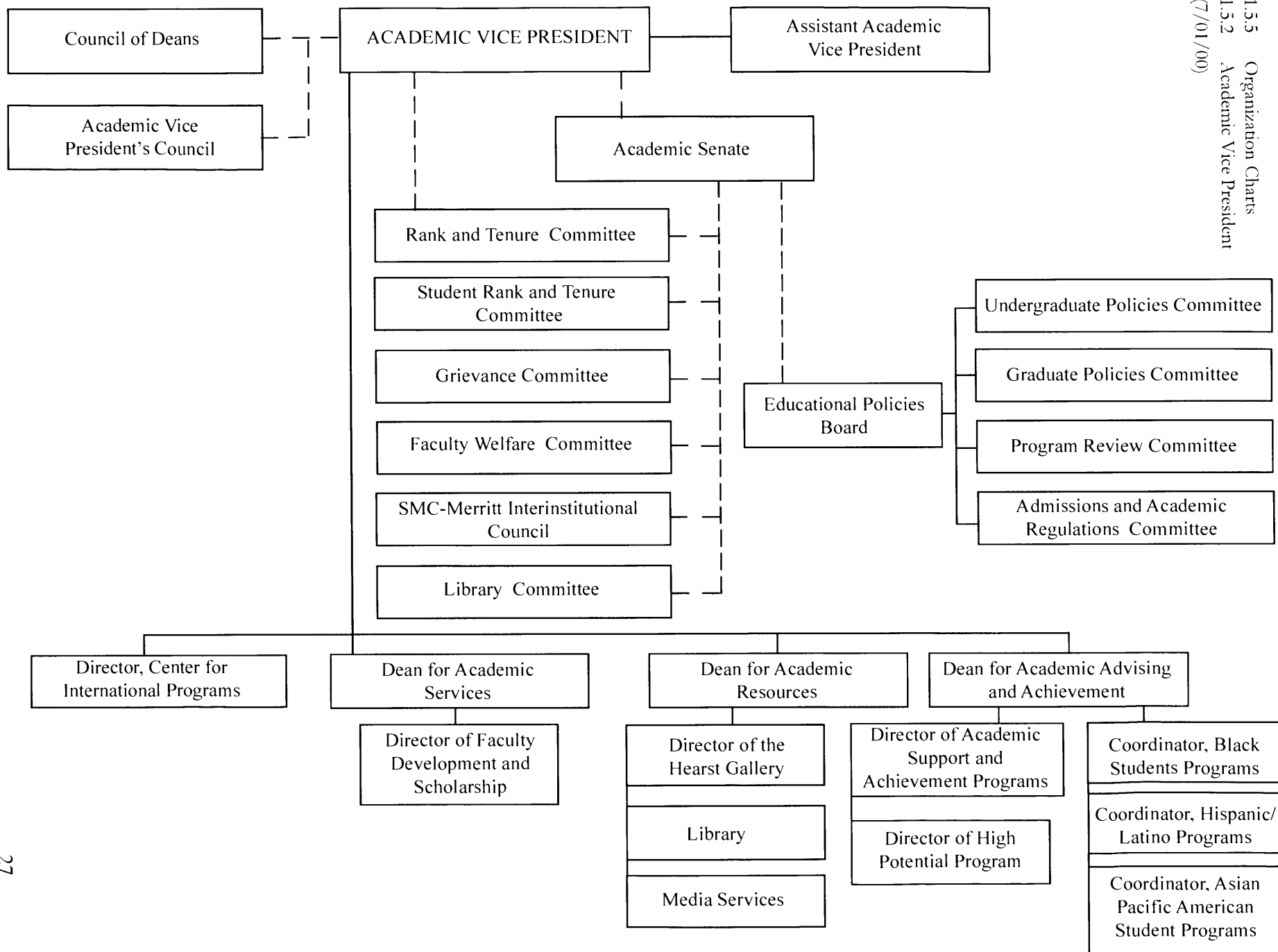
1.4.7.5 Coordinator, International Recruitment and Admissions

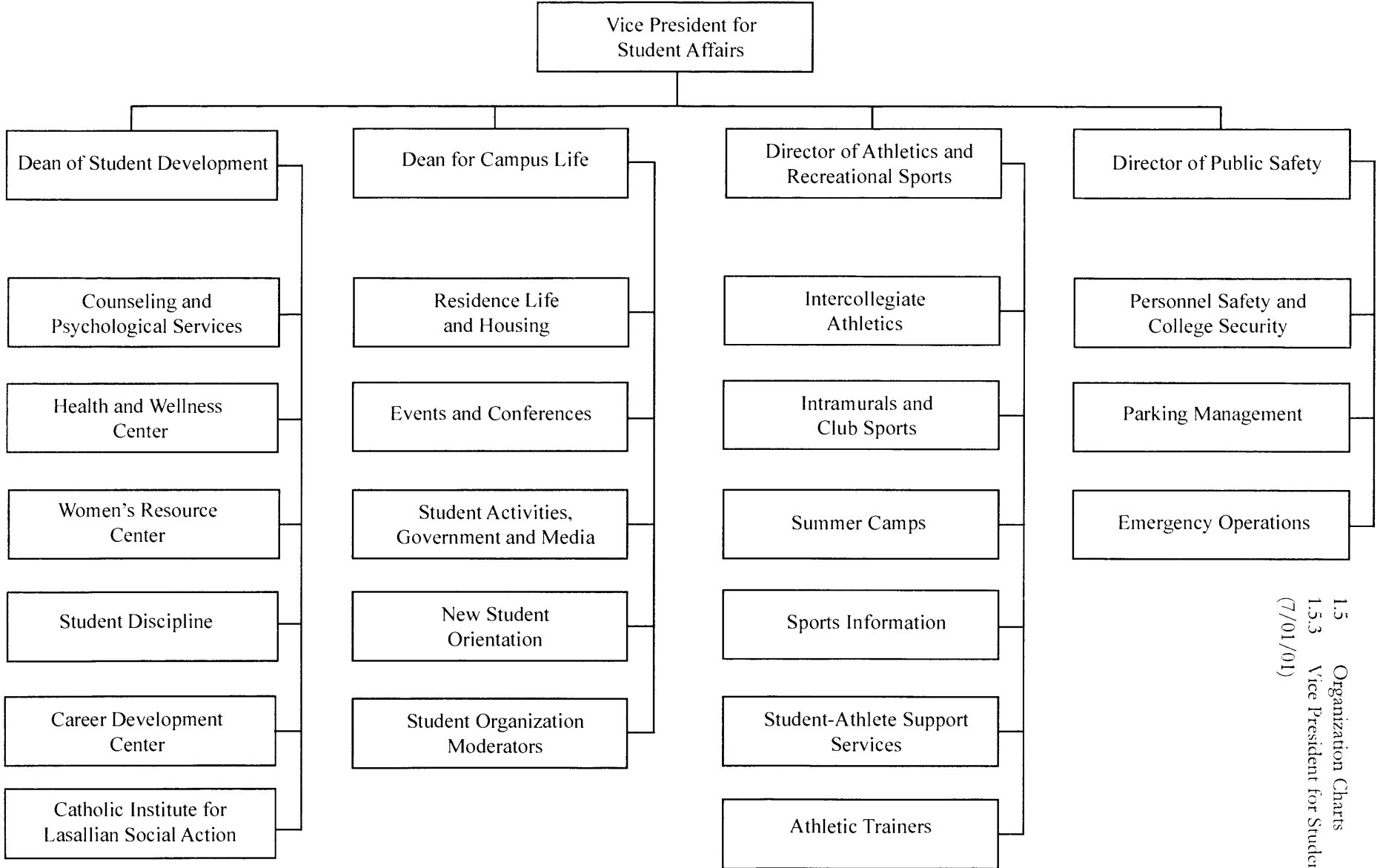
The Coordinator of International Recruitment and Admissions is responsible for the recruitment and admissions of international students to all of the College's programs. In this role, the Coordinator develops and implements recruitment strategies for international students, reviews and makes admissions recommendations on all international applicants, and advises staff and faculty regarding international student admission issues. The Coordinator reports to the Dean of Admissions.

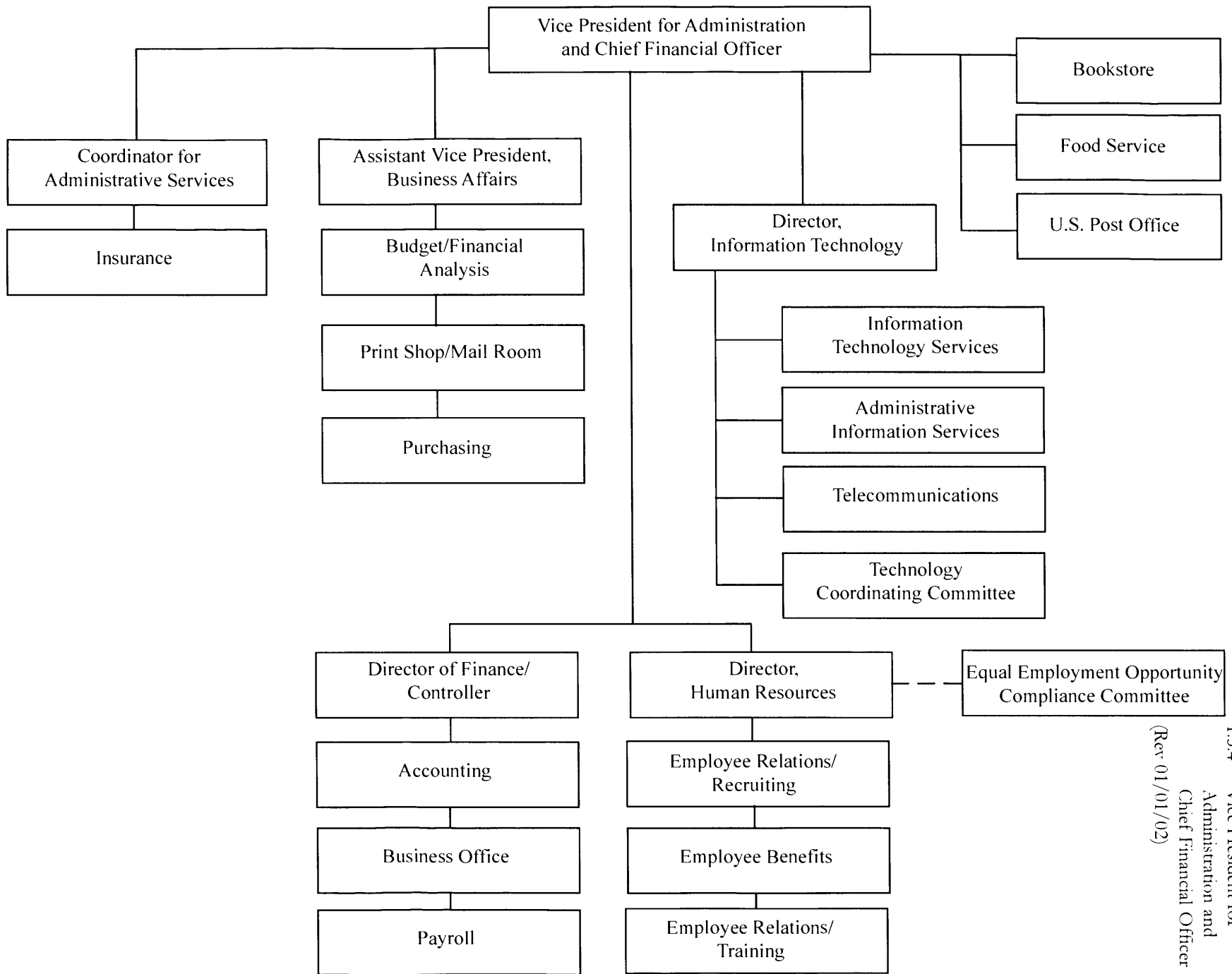
1.5 Organization Charts
 1.5.1 THE PRESIDENT OF THE COLLEGE
 (Revised 1/18/02)



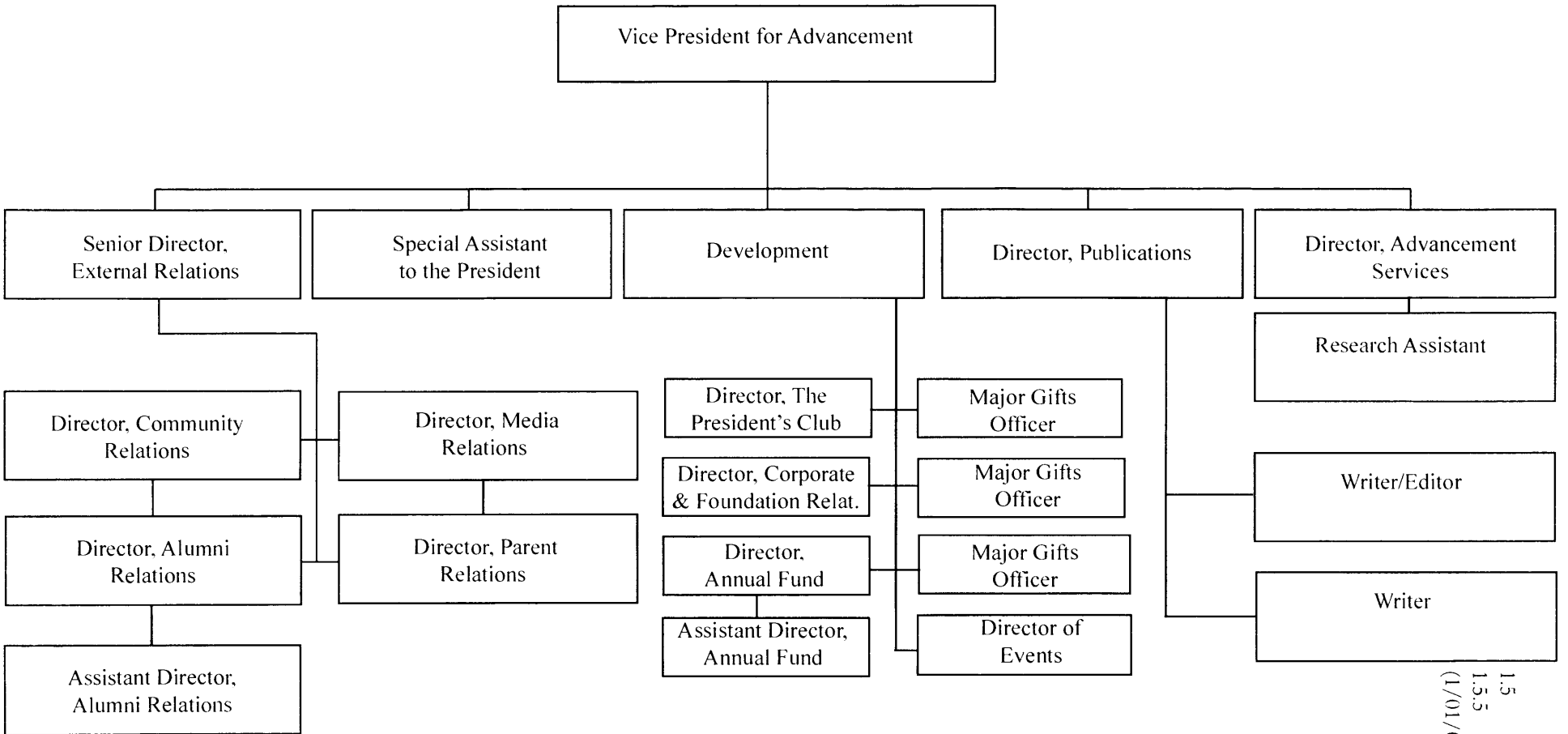




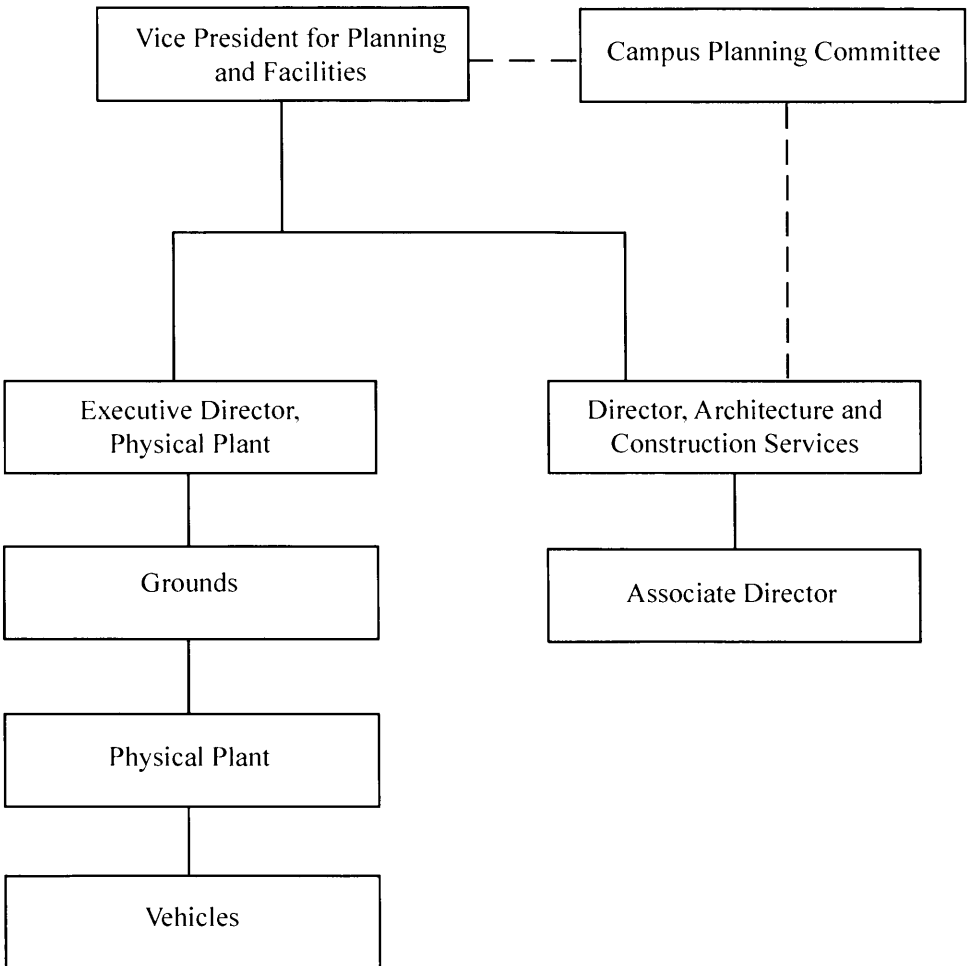


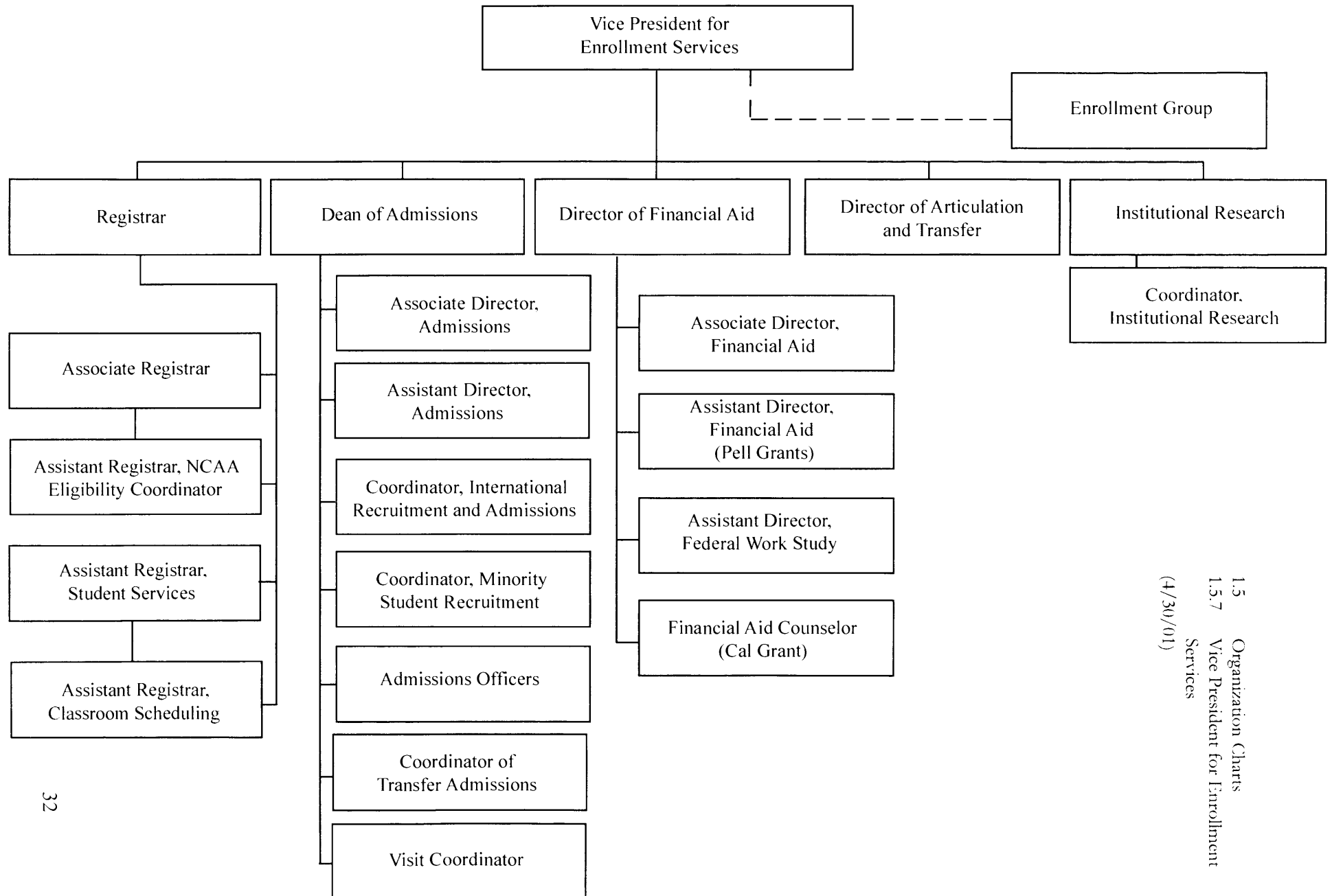


1.5 Organization Charts
1.5.4 Vice President for Administration and Chief Financial Officer
(Rev 01/01/02)



1.5
1.5.5
Organization Chart
Vice President for Advancement
(1/01/02)





1.6 GOVERNANCE STRUCTURE

Every decision made and action taken by the College attempts to fulfill the Mission and is guided by its spirit. Because that spirit finds its first and primary expression in the relationship between faculty and students, faculty have a particular responsibility to contribute to the effective operations of the College, especially in academic matters. The following section describes the role played by the faculty in the governance of the College.

1.6.1 SHARED GOVERNANCE

The ideal process for decision-making at the College relies on cooperation and respect among all parties involved. Whenever possible, the outcome will be a result of consensus and/or compromise. Typically, several different groups and individuals initiate and review potential actions prior to adoption. The Board of Trustees has final authority to approve or disapprove of changes to the *Faculty Handbook* (Revision Process of the *Faculty Handbook*, see section 1.8.)

1.6.1.1 Faculty Elections

The Academic Senate conducts faculty elections to determine:

1. Faculty officers and representatives:
 - Chairperson and Vice Chairperson of the Academic Senate;
 - Faculty Representative to the Alumni Board of Directors.
2. Faculty membership on:
 - Academic Senate
 - Rank and Tenure Committee
 - Educational Policies Board
 - Undergraduate Policies Committee
 - Graduate Policies Committee
 - Program Review Committee
 - Admissions and Academic Regulations Committee
 - Faculty Welfare Committee
 - Grievance Committee
 - Equal Employment Opportunity Compliance Committee

1.6.1.1.1 Nominations

1. A Candidate Information Survey will be distributed and compiled under the direction of the Academic Senate in the spring of each year.
2. The Academic Senate will direct the preparation of a nominating ballot for each office/committee seat based on (1) statutory requirements for eligibility as set forth in the *Faculty Handbook*, (2) expression of willingness on the part of individual faculty members to serve as indicated by the survey¹, and (3) the current number of positions held by individual faculty members.

¹ Cf. 2.6.1, under Service to the College, concerning exemption from eligibility due to membership on “intensive workload” committees.

3. Eligibility: Determined according to (1) office or committee membership specifications as to faculty rank (e.g., Associate Professor) and instructional duties (4/7 or more), (2) appointment status of a faculty member at the time of election (e.g., status in spring term for membership effective in fall term). Faculty members granted a sabbatical or leave of absence retain their eligibility status for election. However, they are not eligible for nomination for any position whose period of service overlaps the academic year(s) of the leave. Tenured faculty members who have been granted a temporary reduced teaching load shall be considered to hold full-time appointments, for purposes of eligibility to serve on faculty committees.
4. Procedure: Each voter must designate twice as many persons as nominees for an office or membership as will be elected to that office or committee (e.g., two persons must be designated by a voter as nominees for representative). The specified number of persons (e.g., two) receiving the most votes are nominees for the run-off election. Upon being notified of nomination by the Election Committee, a faculty member may decline nomination.

1.6.1.1.2 Balloting

1. Ballots are placed in a locked ballot box (located outside the Senate office) or mailed to the chairperson of the Academic Senate. Each ballot is sealed in an envelope, which is then signed by the voter. The ballot is not valid unless the envelope is so signed.
2. Counting of ballots: (1) No counting will take place unless three voting faculty members are present, or two in the case of machine counting, and none but voting faculty members may count ballots. (2) First, all signatures will be checked against a voting list. (3) Second, all envelopes will be opened and ballots set aside. (4) Third, the ballots will be counted. There must be a reader and a counter overseen by another faculty member. A machine may act as counter. (5) Any discrepancies in counting require a recount of the ballots in question. (6) Invalid or illegible ballots will be determined by the faculty members present. Such ballots will not be counted but will be retained. (7) The resulting tally of votes should be signed by the faculty members who have overseen the counting, a minimum of two. (8) The results should be collated by the faculty officer present (or his/her representative) and the ballots secured by him/her. (9) The ballots are retained by the chairperson of the Academic Senate for one year.
3. Unless otherwise announced, the deadline for any ballot will be Thursday at 2:15 p.m. Counting will not begin before that time.
4. Any ballot must be available for nine school days (days on which undergraduate classes are held), so that all faculty will be able to vote before the deadline.

1.6.1.1.3 Election

From the list of nominees each voter must designate the same number of persons as specified for an office or membership. The specified number of nominees receiving the most votes are elected as members. A faculty member may not decline election.

1.6.1.1.4 Faculty Qualifications for Election

1. In elections conducted by the Academic Senate the following are criteria for election:

- a. Representatives must be faculty who appear on the Rank and Tenure roster.
 - b. Representatives from the Intercollegiate Nursing Program must be full-time, regularly ranked faculty members;
 - c. Faculty representing the undergraduate program in their School must teach a majority of their courses in the undergraduate program of that School. Faculty representing the graduate program in their School must have taught at least two graduate courses in the School the previous scholastic year.
 - d. Faculty representing Schools must be elected from their respective Schools (or in the case of the Intercollegiate Nursing Program, by the Samuel Merritt College faculty). A faculty member may stand for election in one School only. Membership in a School is determined by the departmental appointment. In case of dual appointment or multiple eligibility, the faculty member decides in which School he/she will stand for election.
 - e. Faculty representing a program, undergraduate or graduate, in their School must be elected from the respective program. A faculty member may stand for election in one program in a School only. In case of dual appointment or multiple eligibility, the faculty member decides in which program he/she will stand for election.
2. The following are ineligible to stand for election:
- a. Presidents, Vice Presidents, Deans, Associate Deans, Assistant Deans, Presidential Assistants;
 - b. Faculty whose instructional duties are less than 4/7, or, in the case of the School of Extended Education, less than 100 instructional hours in the year previous;
 - c. Chairpersons, directors, etc., whose instructional duties are less than 4/7.

1.6.1.1.5 Voting Rights

1. Elections conducted by the Academic Senate:
- a. Ranked Faculty. All ranked faculty will automatically receive election ballots. Faculty members may vote in one School only. For school-designated positions, all faculty members must declare on the preference survey which pool of eligibility (graduate or undergraduate and school) for which they qualify, determined by the School where the majority of courses are taught in a given scholastic year.
 - b. Voting eligibility of Adjunct and part-time faculty will be determined by the Dean's office for the school in which those faculty teach. On or before December 1st of each year, Deans offices must submit to the office of the Academic Senate a roster of eligible adjunct and part-time faculty based on the following criteria: adjunct and part-time faculty are eligible to vote only when teaching one or more full courses in a given quarter or semester or, in the case of the School of extended Education, when they are faculty members who have taught at least 100 instructional hours in the previous 12 months in the School of Extended Education. Non-academic administrators and coaches who are full-time College employees are considered adjunct faculty or lecturers if they teach one full course during the scholastic year of

the election. If on December 1st, the office of the Academic Senate has not received the voter eligibility roster from a Dean's office, the Senate administrative assistant will request the roster, reminding the Dean's office that the final filing date for the roster is December 15th. If any school does not submit a roster by December 15th, adjunct or part-time faculty members in that school will NOT receive voting ballots.

- c. Full and part-time Samuel Merritt College faculty members are entitled to vote for representatives from the Intercollegiate Nursing Program only.

1.6.1.2 The Academic Senate

1.6.1.2.1 Role

1. The Academic Senate is the principal instrument through which the faculty of the College exercises its responsibilities in the governance of the academic life of the College community. The Academic Senate is a faculty body with the specific responsibilities of identifying issues of legitimate faculty concern, especially matters directly and indirectly related to the academic life of the College, and to initiate appropriate actions to address them. In the process of arriving at its decisions, the Senate will keep the President and other appropriate officers of the College informed as issues come forward and will seek their advice, expertise, and recommendations.
2. The Academic Senate reviews, comments on, and suggests changes in initiatives that originate from the administrative officers of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the Academic Vice President, or other designated College officials.
3. The Academic Senate is responsible for the overall design, functioning, and evaluation of faculty bodies (see section 1.6.1.2.1.1.(3)). It also advises the President and Academic Vice President about faculty membership on other governing bodies. It defines the proper responsibilities of, coordinates the functions of, and resolves disputes between the committees and other faculty bodies under its jurisdiction.
4. The Academic Senate provides, through its general meetings, a forum at which members of the faculty may express their opinions on matters under consideration or petition for consideration of other issues and, in so doing, help the Senate to exercise its judgement in an informed manner.
5. The Academic Senate, in collaboration with the Academic Vice President, may call a General Faculty Meeting for informal discussion on matters concerning the College community. Some meetings may have an open agenda and others may be planned around broad topics.

1.6.1.2.1.1 Responsibilities of the Academic Senate and Relationship to the Campus Community:

1. Faculty bodies may respond to, provide information for and/or refer recommendations to the Academic Senate (see Executive Meetings, section 1.6.1.2.9.1, and General Meetings 1.6.1.2.9.2). These reports and recommendations are submitted to the Academic Vice President. The Academic Vice President will keep the Senate informed of action taken. When the Academic Vice President has chosen not to act or to act contrary to the Senate recommendations, the Academic Vice President informs the Senate of his/her reasons.
2. From time to time, the Academic Senate will make recommendations to the Academic Vice President concerning governance structures at the College. The Academic Vice President will review the recommendations and if he/she concurs, he/she will forward these recommendations to the President.
3. The Academic Senate defines the procedures and membership of faculty councils and committees of the College. The Academic Senate has these responsibilities for the following committees, councils and governing boards: the Academic Senate, Educational Policies Board, Rank and Tenure Committee, Academic Administrators Evaluation Committee, the Saint Mary's College-Samuel Merritt College Interinstitutional Council, Grievance Committee, Faculty Welfare Committee, Faculty Elections Committee, Committee on Teaching and Scholarship, the Faculty Bookstore Committee, and Library Committee. (Regarding how changes are approved for the *Faculty Handbook*, see section 1.8.)
4. In consultation with the Academic Senate, the President defines the responsibilities and the procedures for the selection and appointment of the Academic Vice President. In consultation with the Senate, the Academic Vice President defines procedures for the selection, appointment, and evaluation of Deans.
5. The Academic Senate establishes faculty qualifications for election to office and for voting, and defines the responsibilities and the procedures for faculty selection, appointment, promotion and tenure, sabbaticals, grievance, retirement and separation from the College.
6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Academic Vice President for consultation approval or disapproval.
 - a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1.3.
 - b. Any motion of the Senate regarding academic programs of the College is sent to the Academic Vice President for approval, disapproval, or further consideration. The Academic Vice President will act within 90 working days. Requests which are forwarded to the Academic Senate by the Academic Vice President will be acted upon within 90 school days.

1.6.1.2.2 Academic Senate Chairperson

The chairperson presides over both the general and executive meetings of the Academic Senate. He/she sets the calendar for all meetings and the agenda for executive meetings. The chairperson assumes office after serving one year as vice chairperson. He/she receives release time from teaching assignments commensurate with the responsibilities of the office.

1.6.1.2.3 Academic Senate Vice Chairperson

The vice chairperson is elected by the faculty at-large for a three-year term, the second year of which he/she serves as chairperson, and the third year of which he/she serves as past chairperson and Faculty Representative to the Board of Trustees (see section 1.7.3.3.)

1.6.1.2.4 Succession

If the chairperson is unable to continue in office, the vice chairperson assumes the office of chairperson. He/she continues as chairperson through the following year, i.e., the year he/she would normally serve as chairperson.

If the vice chairperson cannot assume the office of chairperson upon the latter's completion of his/her term, the Academic Senate shall elect, by majority vote, a chairperson for the upcoming year. Normally, nominations will be made from among the current and former members of the Senate.

If the office of vice chairperson becomes vacant, due to resignation or assumption of the office of chairperson, the Academic Senate shall elect a current or former member of the Senate to serve the remainder of the one-year term as vice chairperson. A regular election shall be held in the spring for the following year's chairperson and vice chairperson.

1.6.1.2.5 Parliamentarian

The chairperson shall appoint a parliamentarian from the faculty for a one-year term. The parliamentarian, who shall serve at the pleasure of the chairperson, shall be present at all meetings of the Academic Senate (general, executive, special) but shall not have a vote.

1.6.1.2.6 Secretary

The Academic Senate secretary takes minutes of all meetings of the Academic Senate (executive, general, special) and prepares them for distribution to faculty. The secretary also:

1. Prepares agenda (set by the chairperson), memos, and other materials and distributes them to senators, committee chairs, administrators, faculty members, etc.;
2. Maintains all pertinent records and correspondence of the Senate, including a current file of all faculty members (School, full- or part-time status, eligibility for election, etc.);
3. Assists the Election Committee in the conduct of elections;
4. Performs other duties related to the conduct of Senate business.

5. The secretary is selected by the chairperson with the assistance of the Human Resources office and according to established College procedures. The secretary reports to the chairperson.

1.6.1.2.7 Membership

The Academic Senate consists of 16 members, distributed as follows:

- chairperson
- vice chairperson (chairperson elect)
- five tenured faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education
- six tenured faculty members to be elected at-large from the five schools listed above
- two faculty members on the Rank and Tenure roster who do not have tenure to be elected at-large from the five schools listed above
- one faculty member from the Intercollegiate Nursing Program

1.6.1.2.8 Terms of Office

Senators are elected for a three-year term, renewable once consecutively. The terms are staggered so that approximately one-third of the terms end each year.

If a senator needs to be absent for a month or more, he/she shall be temporarily replaced by the runner-up in the most recent Senate election in this senator's School.

Should a senator be unable to complete his/her term, the runner-up in the most recent Senate election from the senator's School shall complete the term. If the runner-up is not able to serve, the chair of the Senate will appoint a replacement.

1.6.1.2.9 Meetings

Academic Senate meetings are of two types, executive and general. Ordinarily, one meeting of each type is scheduled each month from September through May.

1.6.1.2.9.1 Executive Meetings

The Academic Senate has five executive duties:

1. To receive, review, and respond to and/or refer recommendations and reports from the Senate committees, the President, the Academic Vice President, and the Deans of the Schools.

All concerns related to the academic life of the College are within the Academic Senate's purview except:

- a. Recommendations on sabbatical leaves, which are made by the Undergraduate Policies Committee and the Graduate Policies Committee of the Educational Policies Board directly to the Academic Vice President;

- b. Selection of undergraduate students for awards at graduation, which is made by the Undergraduate Policies Committee of the EPB and reported directly to the Dean for Academic Development and the Registrar;
 - c. Rank and tenure decisions, which are made by the Rank and Tenure Committee; and
 - d. Grievances, which are considered by the Grievance Committee.
2. To set the agendas for general meetings.

Items for agendas of general meetings are taken from recommendations, reports and requests for review received from:

- a. The President, the Academic Vice President or the Deans of the Schools.
- b. The councils and committees under 1.6.1.2.1.1 (3) above.
- c. The Academic Senate itself. Any member of the Senate, with the consent of the majority of those present at an executive meeting, may place an item on the agenda for the next general meeting.
- d. The faculty. Any faculty member, full- or part-time, may request that an item be placed on the agenda of a general meeting by submitting the request in writing. The Senate will consider placing the item on the general meeting agenda after seeking information from appropriate parties and discussing it in an executive meeting. An agenda item submitted to the Senate with the supporting signatures of ten other faculty members will normally be placed on the agenda of the next general meeting.

In order to avoid jurisdictional disputes and duplication of effort, faculty- and Senate-initiated requests will ordinarily be sent for review to an appropriate council or committee.

Similarly, recommendations and reports received from councils or committees may be returned for further study. Otherwise, all recommendations, reports and requests will be assigned to one of the two following categories:

- i. The consent agenda.
 - 1) Items identified as "consented to" are those which, in the judgment of the Senate, require no further discussion by the Senate or faculty in a general meeting before a recommendation or decision can be made. Such items are judged to be non-controversial, issues which other committees have fully reviewed and to which the Senate can make no further contribution, or issues on which the opinion of the faculty is already known. A two-thirds majority vote of the Senate is required to place an item on the consent agenda, with the exception of the Educational Policies Board's consent calendar, as explained below. All Senate actions passed on a "consent" basis are announced to the faculty at the next general meeting of the Senate and are directed to the appropriate College officials for further action, if needed.

All items from the EPB come to the Academic Senate and go on a consent calendar, for automatic consent agenda approval, without vote or discussion unless:

- the vote to approve by the EPB is less than two-thirds;
- the item involves a perceived alteration of or conflict with the College's Mission;
- the item would have potentially significant campus-wide consequences;
- the item has significant resource or cost consequences that have not been identified and addressed by the EPB. Any item may be removed from the consent calendar by a motion supported by five Senators. The Senate will then reconsider that item for further action. The consent calendar is prepared and managed by the vice-chair of the Senate.

ii. Items for consideration

Reports and actions from all faculty committees come to the Senate for consideration, except as defined in (i) above.

3. To conduct faculty elections.
4. To review at the request of the President cases of alleged unprofessional conduct on the part of a faculty member, except in cases of sexual harassment or sexual misconduct (see section 2.9.2.1).
5. To initiate Senate committees for the purpose of investigating specific problems and issues related to the academic life of the College or concerns of the faculty. The Senate shall exercise due caution to assure that the responsibilities of its committees do not overlap those of other existing committees. Senate committees will normally make recommendations to the Senate at its executive meetings.

1.6.1.2.9.2

General Meetings

The general meeting of the Senate provides a forum for all faculty members to exchange information and opinions about issues relevant to the academic life of the College or the concerns of the faculty. In addition to the items requiring action by the Senate, concerning which the Senate solicits viewpoints from attending faculty members, the agenda of the general meeting may also include:

1. Informational items in which the Senate grants invited speakers an opportunity to address the faculty at-large;
2. Committee reports;
3. General items of faculty interest, including items not yet ready for action, for which the Senate solicits input from the faculty.

Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a motion not open for debate.

Among the actions the Senate may take at a general meeting on the recommendations and reports it has received are:

1. To discuss and approve;
2. To discuss and not approve, with an explanation of the reasons for non-approval for all principal parties involved;
3. To approve an alternative or to amend; or
4. To return to a particular council or committee with recommendations for reconsideration.

Normally, the chairperson will open the floor to non-Senate members under each agenda item. The floor will remain open until closed by the chairperson, at which time discussion may be restricted to Senate members. All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.

Only Senate members may introduce and vote on motions. The chairperson may choose to poll the faculty members in attendance before a vote is taken. By a two-thirds vote, the Senate can require that a written poll be submitted to the entire College faculty for its response to an issue.

Substantive motions shall require a roll call vote (see Rules of Procedure of the Academic Senate, section 1.6.1.2.14).

The consent agenda from the executive meetings and actions taken at the general meetings are forwarded to the Academic Vice President, with copies to the President of the College.

1.6.1.2.9.3 Special General Meeting

A special general meeting may be called by the chairperson upon request of the President or the Academic Vice President, by a petition to call such a meeting signed by three members of the Senate, or upon presentation of a petition signed by ten voting faculty who are not members of the Senate. No special meetings may be called without sufficient time (normally one week) for adequate notice to all faculty members.

1.6.1.2.10 The Academic Vice President

The Academic Vice President may:

1. Approve as presented; or
2. Discuss with the Senate possible revisions, or the intention to disapprove, prior to the final decision; or
3. Disapprove.

At the beginning of each scholastic year, the Academic Vice President will submit a report on items pending from the previous academic years, if there are any.

1.6.1.2.11 Quorum

The quorum for meetings of the Academic Senate is ten members and the chairperson or vice chairperson. A quorum must be present within 15 minutes of the scheduled time. In the absence of a quorum, the chair may decide to proceed with the determination of an agenda for the next general meeting. The Senate may not, however, take any other action requiring a vote.

1.6.1.2.12 Attendance

Members of the Academic Senate are expected to attend all meetings. Executive meetings of the Senate may be closed at the discretion of the chairperson.

1.6.1.2.13 Voice

All faculty members, whether full- or part-time, currently teaching, on leave, or emeriti, may speak at any general meeting. Staff and students may speak with the permission of the chairperson.

1.6.1.2.14 Rules of Procedure

All meetings of the Academic Senate are governed by Roberts Rules of Order, Revised, as modified in the Rules of Procedure of the Academic Senate at Saint Mary's College. Each member of the Senate shall be provided with a current copy of the Rules of Procedure; additional copies will be available to the faculty through the Senate secretary. These Rules may be modified only with the approval of the Academic Senate.

1.6.1.2.15 Business Procedures

1. Additions or changes to the agenda can be made only by a two-thirds vote of the Senate on a non-debatable motion.
2. The procedure for council or committee recommendations or reports to the Senate is the following:
 - a. Councils or committees present to the Senate in writing a signed recommendation or report. A minority report of the committee may be submitted if supported by two voting members of the council or committee.
 - b. The text must be distributed to members of the Senate at least 48 hours prior to the executive meeting at which it will be discussed.
 - c. Any recommendation or report will be considered as a principal motion, seconded by the committee vote, which must be reported.
3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the chairperson of the Senate at least 48 hours prior to the executive meeting at which it will be discussed (see Executive Meetings, section 1.6.1.2.9.1, 2.d.).

4. Discussion

- a. Each faculty member wishing to speak to a particular motion is limited to three minutes. Remaining time may be yielded to another speaker.
- b. Speakers are called in the order in which they have notified the chairperson of their desire to speak.

1.6.1.2.16 Presidential Response

The President of the College may report to the faculty at a general meeting on areas where consultation is needed or on executive action to be taken. Such an executive report should be included on the agenda.

1.7 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEES

The standing committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs Committee
- Advancement Committee
- Finance and Facilities Committee
- Student Affairs and Admissions Committee
- Trustees Committee

1.7.1.1 Executive Committee

Role:

- Reviews the legal position of the college;
- Grants honorary degrees;
- Approves, implements, and determines appropriate duties for standing Board committees;
- Advises the chair on scheduling the three (3) regular Board meetings;
- Performs other such duties as may be delegated to it by the Board;
- Exercises full power of the Board in the event of emergency or exigent circumstances.

Membership: The Committee shall be a standing committee of the chairman of the Board, the chair of each standing committee, the College President, and the Provincial of the San Francisco District of the Brothers of the Christian Schools. The Committee may have staff resources as may be helpful to the Committee.

1.7.1.2 Academic Affairs Committee

Role:

- Oversees the faculty and academic enterprise by reviewing programs and policies.
- Approves new programs and degrees.
- Reviews changes in appropriate sections of the *Faculty Handbook* and brings these changes forward to the full Board for approval.
- Recommends to the Board appropriate candidates for degree conferral.
- Mandates and approves program accreditation when appropriate.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of a primary staff person, the Vice President for Academic Affairs. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.3 Advancement Committee

Role:

- Serves as the Core Development Volunteer Group for the College.

- Provides advice and counsel on matters pertaining to development, public relations, alumni, etc.
- Reviews progress toward current year's goals.
- Reviews long-term objectives and programming.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of a primary staff person, the Vice President for Planning and Advancement. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.4

Finance and Facilities Committee

Role:

- Recommends annually to the Board appropriate tuition rates for the next fiscal year.
- Recommends to the Board an appropriate annual fiscal budget and three-year financial plan.
- Establishes guidelines for salaries and payroll issues.
- Oversees financial aid allocations.
- Approves the financial audit and meets with the auditors.
- Oversees full investment of all funds (endowment, etc.).
- Oversees plan management and construction issues.
- Directs the Audit Sub-Committee.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of one primary staff person, the Vice President for Administration and Chief Financial Officer. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.5

Student Affairs and Admissions Committee

Role:

- Represents students' interests in the Board's policy-making activities.
- Ensures adequate resources for Student Affairs Programs.
- Reviews student development issues in light of the changing needs of students.
- Reviews activities of intercollegiate athletics.
- Reviews the College's admissions program.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The Committee will have the assistance of two primary staff persons, the Vice President for Student Affairs and the Vice President for Enrollment Services. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.6 Trustees Committee

Role:

- Develops the desired Board Profile and takes steps through the nominating process to achieve that profile.
- Serves a nominating function by identifying, screening, and ultimately recommending candidates for trusteeship.
- Educates and orients Trustees to their Board responsibilities.
- Nominates Board Officers for full Board approval.
- Conducts self-assessments of the Board on a regular basis.
- Serves as the presidential review committee.
- Recognizes outstanding service and nominates individuals for emeritus status.
- Develops governance policies for Trustees' review and approval.

Membership: The Committee shall consist entirely of Trustee members who are appointed by the chairman of the Board. The College President or his designee will serve as Resource Staff to this Committee. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.2 INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's Council

The President's Council is concerned with the ordinary management of the College and the coordination of all its administrative areas. Members are the President, the Vice Presidents, the Executive Assistant to the President, the General Counsel, and the Academic Deans. Faculty, administrators, students and others participate by invitation or by request. The President's Council meets at the discretion of the President.

1.7.2.2 Equal Employment Opportunity Compliance Committee

Role: The Equal Employment Opportunity Compliance Committee is responsible for considering and deciding allegations of harassment (other than sexual) or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender (including allegations regarding Title IX), sexual orientation, marital status, medical condition, or physical or mental disability according to established College policies and procedures. Complaints involving conduct that might constitute sexual harassment should be reported promptly and directly to the Director of Human Resources, who is responsible for investigating all such complaints involving employees (e.g., faculty, administrators, staff) of the College, or visitors to the College (e.g., vendors, contractors, or other guests of the College).

Membership:

- Director of Human Resources, chairperson
- two ranked members of the undergraduate faculty, elected by the undergraduate faculty
- one ranked member of the School of Extended Education, elected by the members of the School of Extended Education

- one ranked member of the graduate faculty, elected by the graduate faculty
- one ranked member of the School of Nursing, elected by the members of the School of Nursing
- two members of the College staff, appointed by the Director of Human Resources
- two alternate members of the College staff, appointed by the Director of Human Resources
- College Diversity Coordinator, ex-officio

The first runners-up to each of the elected positions become the alternate members for that position.

After the election but before the announcement of the results, the chair will share the results of the election with the President to avoid any potential conflict of interest. The President may challenge without prejudice any of those so elected. Anyone so challenged will be replaced by the person elected as runner-up.

The chairperson shall designate one member to serve as chairperson in his/her absence.

Meetings: The Equal Employment Opportunity Compliance Committee meets at least once annually to assess equal employment opportunity policies, procedures and progress. Other meetings will be convened by the chairperson to hear any complaints submitted for its consideration.

Terms of membership shall be for two years. One undergraduate faculty member shall be elected every year, and one staff member and alternate shall be appointed every year.

A quorum of members must be present for the Equal Employment Opportunity Compliance Committee to conduct its business. A quorum shall consist of five (5) members or their alternates.

1.7.2.3 Financial Aid Appeals Committee

The Financial Aid Appeals Committee conducts hearings for students who wish to appeal their financial aid. Members are the Associate Director of Financial Aid, who serves as chairperson, and members from the faculty selected by the Director of Financial Aid.

1.7.3 ACADEMIC AFFAIRS COUNCILS, COMMITTEES AND FACULTY REPRESENTATIVES

1.7.3.1 Council of Deans

Role: The Council of Deans advises the Academic Vice President regarding:

- All academic matters (programs, management, requirements, etc.) as requested by the Academic Vice President (e.g., recommendations from various councils, committees, etc.);
- Development and updating of long-range academic planning and the academic master plan;
- Quality assurance of all academic programs and activities.

Membership:

- Academic Vice President, chairperson

- Dean of the School of Liberal Arts
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- Dean of the School of Education
- Dean of the School of Extended Education
- Dean of the Intercollegiate Nursing Program
- Dean for Academic Resources
- Chair of the Academic Senate or designee
- Manager of Academic Affairs

The Academic Vice President may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.

The Council of Deans ordinarily meets every two weeks. Additional meetings may be called by the chairperson.

1.7.3.2 Academic Vice President's Council

Role: The Academic Vice President's Council advises the Academic Vice President regarding matters pertaining to their various offices and programs.

Membership:

- Academic Vice President, chairperson
- Assistant Vice President for Academic Affairs
- Dean for Academic Advising and Achievement
- Dean for Academic Resources
- Dean for Academic Development
- Director of Faculty Development and Scholarship
- Director of Hearst Art Gallery
- Director of the Center for International Programs
- Chair of Educational Policies Board or designee

The Academic Vice President may augment the committee membership as appropriate.

The Academic Vice President's Council meets monthly and, in addition, meets jointly with the Council of Deans when the occasion warrants.

1.7.3.3 Faculty Representative to the Board of Trustees

The Faculty Representative to the Board of Trustees serves as a liaison between the faculty and the Board of Trustees. The representative is expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representative has voice but no vote, and is expected to respect those matters designated as confidential by the Chairperson of the Board.

During the third year of his/her term, the elected past chair of the Academic Senate serves as the Faculty Representative to the Board of Trustees. In extraordinary cases, the current

chair of the Academic Senate may appoint a substitute to take the place of the Faculty Representative to the Board of Trustees.

1.7.3.4

Faculty Representative to the Alumni Board of Directors

The Faculty Representative to the Alumni Board of Directors serves as liaison between the Academic Senate and the Alumni Board of Directors. The representative is expected to report the action and expressed attitude of the Alumni Board of Directors to the Academic Senate, and to report the interests and concerns of the faculty to the Alumni Board of Directors, as occasion, interest, or propriety require. The representative has voice but no vote.

The representative is a member of the Alumni Faculty Relations Committee and advises the Committee on the types of activities designed to promote interaction between the faculty and the alumni, and a member of the Faculty Fellowship Fund Review Committee which selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend the four Alumni Board of Directors yearly meetings, the annual workshop, and all meetings of the Alumni Faculty Relations Committee.

The representative is elected by the faculty for a two-year term.

1.7.3.5

Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the Academic Vice President on reappointment subsequent to interim reviews. (For procedures, see section 2.6.2.2.)

Membership:

- one representative each from the School of Liberal Arts, Science, Economics and Business Administration, Education, and Extended Education, elected for a three-year term, one or two elected each year so that the terms are staggered;
- two members-at-large (undergraduate or graduate), elected for three-year staggered terms;
- a chairperson (with vote), elected from the above seven regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large.
- two alternates (undergraduate or graduate), with three-year staggered terms. The alternates attend Committee meetings and prepare cases at the discretion of the chair in consultation with the committee. The alternates provide the Committee with the flexibility to conduct timely and consistent business. Regular attendance by the alternates provides the Committee with continuity of deliberations and decision-making in the event of the absence of regular members or if required to permanently to replace a regular member who must leave the Committee.
- Academic Vice President (ex-officio, non-voting)

The elections for the members-at-large and for the alternates shall be conducted as follows:

In the nominating balloting, each faculty member nominates up to four people. The final ballot consists of the four faculty receiving the most votes on the nominating ballot. On the electing ballot, each faculty member votes for two. The person receiving the highest number of votes becomes a member-at-large on the Committee, and the person receiving the second-highest number of votes becomes an alternate.

If any person serving on the Committee (School representative, at-large member, or alternate) is required to leave the Committee permanently within the first two months of the Committee's sessions, a replacement election must be held.

If any member serving on the Committee (School representative, at-large member, or alternate) becomes ineligible to serve due to sabbatical or leave of absence, or is to be considered for promotion during a year when that member would have been on the Rank and Tenure Committee, a replacement election must be held.

Faculty Qualified for Election:

1. All ranked faculty (i.e., who appear on the Rank and Tenure roster) whose duties are primarily instructional (i.e., who do not teach less than 55%) and who have attained the rank of Associate Professor are eligible for membership-at-large.
2. For representatives of a School, to the qualifications in 1. are added: Members must be from the School electing them unless no one from the School is eligible; if a faculty member holds appointment in two Schools, he/she must choose the School of eligibility.
3. Members of the faculty are ineligible for election during their sabbatical year, leave of absence, or if they are to be considered for promotion. As a courtesy to all involved, faculty who anticipate a sabbatical leave in the next academic year are encouraged to withdraw their names from nomination.
4. Any faculty member currently serving on the Rank and Tenure Committee is eligible for election as chair of the Committee for the following year. A faculty member is elected chair for a term of one year, and may be re-elected, up to a total of three consecutive terms.

Faculty Who May Vote:

All faculty who appear on the Rank and Tenure roster may vote for appropriate members as specified:

- a. All may vote to nominate and elect members-at-large;
- b. Only those holding appointment in the School may vote to nominate two candidates for the School representatives (if a faculty member holds appointment in more than one School, he/she must decide in which School voting will take place);
- c. All may vote in the final round to elect the representatives from each of the Schools.

Election Procedures: Faculty Positions Other Than Chair

1. Six weeks before the start of the annual campus committee elections, the Office of the Academic Vice President commences distribution of ballots through faculty boxes or by mail in the following election order:
 - a. Representatives of the School;
 - b. Members-at-large;
 - c. Replacement members.
2. Balloting is conducted during one "school week" (five school days in the undergraduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. Two nominations must be made for the ballot to be valid. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). For the member-at-large position three nominations must be made for the ballot to be valid. The three nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot).
4. The election ballot contains the names of the nominees. The nominee receiving the largest number of votes is elected. If the election is for a member-at-large, the runners-up become the alternate members of the Rank and Tenure Committee

Election Procedures: Chairperson

1. On or before February 1, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (See 1.7.3.5., *Faculty Qualified for Election*, 4.)
 - a. At that meeting all current faculty members of the Committee who have actively served during that term must be present. An alternate may participate only if that alternate has actively participated in the Rank and Tenure Committee work during the term.
 - b. Any current member may be nominated by any other current member of the Committee. A nomination must be declined or accepted at that time.
 - c. Nominations are closed when no other eligible members are nominated and accepted.
 - d. The faculty members present vote until there is a winner with one vote more than 50% of those cast.

Duties of the Faculty Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
- to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;

- to request of the Academic Vice President that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the Academic Vice President at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

Role of the Academic Vice President:

Because the Academic Vice President makes his/her own separate recommendation in the Rank and Tenure process, the role of the Academic Vice President on the Rank and Tenure Committee is advisory. The Academic Vice President's presence as an ex-officio non-voting member is important in order for the Academic Vice President to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings: The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.5.1 Student Rank and Tenure Committee

Role: The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding reappointment, tenure and promotion of full-time faculty teaching traditional students in undergraduate courses. It is charged with supplying the Rank and Tenure Committee with student questionnaire data on the teaching effectiveness of faculty being considered by that Committee for interim review, tenure and promotion. It makes formal written recommendations on candidates for tenure and promotion.

Membership:

- chairperson appointed by the Student Body President
- five to six student members appointed by the Student Executive Council

Meetings: Meets as often as necessary, depending on the number of personnel to be reviewed.

1.7.3.6 Educational Policies Board

Role: The Educational Policies Board makes recommendations to the Academic Senate regarding undergraduate and graduate admission and matriculation policies and regulations, curriculum, faculty and student evaluations associated with classroom activities, sabbatical recommendations, and student awards. The EPB brings the issues of undergraduate and graduate education at the College together for consideration and review. Though different in many specific ways, undergraduate and graduate programs must be considered together in the light of the College's Mission. The EPB is charged with strengthening the understanding of faculty and administrators about the needs of each type of program and also how decisions in one area affect others or have an impact on the College as a whole. No fewer than two reassigned times are allocated to this Board, one of which is allotted to the chairperson of the EPB.

The EPB meets monthly during the academic year to plan and review the work of its four committees: Undergraduate Policies, Graduate Policies, Admissions and Academic Regulations, and Program Review. These committees meet as needed throughout the year. It is the responsibility of the committees to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Board.

Membership: The Educational Policies Board is composed of 20 to 21 members and a chairperson. The vice chairperson assumes the office of chairperson after serving one year as vice chairperson. The chairperson becomes past chairperson in the year following service as chairperson. The chairperson, vice chairperson, and the past chairperson, form an Executive Council for the purposes of committee appointments and coordination of the responsibilities and activities of the entire Board.

All faculty members elected to the EPB must satisfy the Qualifications for Election (see section 1.6.1.1.4).

- chairperson
- vice chairperson (chairperson elect)
- past chairperson (in the year following service as chairperson)
- one Academic Dean appointed by the Academic Vice President (non-voting)
- four tenured faculty members, one elected from each of the undergraduate Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education
- four faculty members to be elected at-large from the four schools listed above
- four tenured faculty members, one elected from each of the graduate programs of the Schools of Liberal Arts, Economics and Business Administration, Extended Education, and Education
- one or two faculty members appointed as needed by the EPB Executive Council to fill Committee positions for graduate program faculty
- a representative of the Intercollegiate Nursing Program from Samuel Merritt College appointed by the Executive Council in consultation with the Dean of Nursing
- librarian or appointed designee (non-voting)
- the vice chairperson of the Academic Senate (non-voting)

The vice chairperson (chairperson-elect) is elected by the faculty at-large for a three-year period of service: one year as vice chairperson, one year as chairperson, and one year as past chairperson. One year the vice chairperson is elected from those faculty who teach in graduate programs. In the alternate year the vice chairperson is elected from those who teach in the undergraduate programs. In the absence of the chairperson, the past chairperson acts as chairperson. The vice chairperson acts as chairperson if neither the chairperson nor past chairperson is able to perform this duty.

In addition to chairing meetings of the entire EPB, the chairperson also chairs either the Undergraduate Policies Committee, or the Graduate Policies Committee, based on the chairperson's status as undergraduate or graduate faculty. The vice chairperson chairs the other of those two committees. The term of chairing either the Undergraduate or Graduate Policies Committee is two years preceded by one year as vice chair on the same Committee. This person chairs the EPB one year only, but remains as past chair of EPB and chair of either the Undergraduate or Graduate Policies Committee. In short, one serves his/her three-year term on the same committee. The chairperson of the Admissions and Academic

Regulations Committee and the chairperson of the Program Review Committee come from within the committees themselves, by appointment from the chair and vice chair of the EPB.

Terms of the office are for three years, with approximately one-third of the Board elected each year as equally as possible from among all the Schools.

1.7.3.6.1 Undergraduate Policies Committee

Membership: This Committee is composed of four undergraduate faculty members from the EPB and is chaired by the chairperson or vice chairperson of the EPB, as appropriate, who is granted one reassigned time. The chairperson of this committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work, for as long as needed.

Duties:

1. Make recommendations to the EPB on matters of undergraduate curriculum, especially:
 - a. changes to general undergraduate education requirements or initiation of new ones;
 - b. appropriateness of all credit and non-credit courses proposed for addition to the undergraduate College catalogues except for January Term courses;
 - c. review of academic issues involved in all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;
 - d. possible new degree and non-degree programs or majors and minors for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;
 - e. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs;
 - f. changes proposed by Schools, departments, or programs in their degree and non-degree program course offerings that result in a change in general education requirements for undergraduate students.
2. Create and disseminate to all faculty guidelines for the development of "experimental course offerings" by departments and Schools. These guidelines include criteria for assessment after at least two and no more than three offerings, to guide the EPB in its deliberations on permanent approval of new course offerings. All individual course approvals should be based on both the guidelines and the way in which the course serves the overall curriculum of the department or program. The Committee encourages a dialogue and collegial relationship with individual instructors and with departments and programs concerning the planning of curriculum. Individual instructors proposing courses or representatives of departments and programs may request a meeting with this Committee to discuss a proposal under consideration.

3. Together with the Graduate Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave, section 2.10.1.
4. Together with the Registrar's office, department chairs, academic Deans, and the Dean for Academic Development, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

1.7.3.6.2 Graduate Policies Committee

Membership: This Committee is composed of three graduate faculty members from the EPB and is chaired by the chairperson or vice chairperson of the EPB, as appropriate. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Duties:

1. Make recommendations to the EPB on matters of graduate curriculum, especially:
 - a. Academic integrity of new programs;
 - b. Discontinuance of current programs;
 - c. Special academic problems, such as the proper role of technology in providing academic programming (distance learning, etc.) or the impact of one program's proposed changes on the other departments or programs;
 - d. How graduate programs relate to the stated Mission of the College and its three traditions.
2. Together with the Undergraduate Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave, section 2.10.1.
3. Work to identify the unique educational aspects of graduate education at Saint Mary's College and to increase faculty understanding of them, especially in the context of shared educational goals (as expressed in the Mission statement) that define both undergraduate and graduate education at the College. Attend to the distinctive needs of graduate students.
4. Convene meetings of the chairs and program directors of all graduate programs, college-wide, to advise the Committee and to aid in its work as needed.

1.7.3.6.3 Program Review Committee

Membership: This Committee is composed of three undergraduate and three graduate faculty members from the EPB, who select from among themselves a chairperson, or request that the chairperson of the EPB appoint one of them as chairperson. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Duties:

1. Create clear guidelines regarding content and form for a systematic review of all undergraduate and graduate degree and non-degree programs on a five-year, rotating basis.
2. Administer that review process following these steps:
 - a. the Committee notifies each department and program of the entire five-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date;
 - b. departments and programs are responsible for preparing a self-assessment, responding specifically to the guidelines created by the Committee;
 - c. this self-assessment is submitted to the Dean of the appropriate School who reviews it and sends it forward with his/her own brief written evaluation to this committee by the requested deadline;
 - d. the Committee prepares a complete written review, requesting additional information where needed, and after review and approval by the entire EPB, sends it to the department or program under review, the Dean of the appropriate School, and the Academic Vice President. (Following this step in the process, the Academic Vice President will arrange a meeting with the department or program, the appropriate Dean, and the chair of the Committee in order to respond to the review);
 - e. administrative issues, particularly budgetary, will be responded to by the Dean or the Academic Vice President within twelve months of reception of the review;
 - f. subsequent self-assessments by the department or program must respond substantively to the previous review by the Committee and address the comments of the Dean and the Academic Vice President;
 - g. departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the EPB at the request of this Committee, and by order if the chairperson of the Educational Policies Board, all Board actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory.

1.7.3.6.4 Admissions and Academic Regulations Committee

Membership: This Committee is composed of two undergraduate and two graduate faculty members from the EPB and chaired by the past chair of the EPB. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

Duties:

1. After investigations and review, make recommendations to the EPB concerning:

- a. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;
 - b. factors that affect admissions yield and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation, new student, pre-college orientation programs;
 - c. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification, and graduation requirements for all undergraduate and graduate programs;
 - d. the Undergraduate and Graduate Policies Committees share responsibility with the Admissions and Academic Regulations Committee regarding graduation requirements for the respective constituencies, and all three should work together on particular issues before making their individual recommendations to the entire Board;
 - e. standards and evaluation processes for both faculty and students in connection with academic classes.
2. With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Policies Committee.

1.7.3.7

Saint Mary's College-Samuel Merritt College Interinstitutional Council

Role: The Interinstitutional Council facilitates coordination of the Intercollegiate Nursing Program. It advises the Dean of the Intercollegiate Nursing Program on the program in such areas as:

1. Approval of specific degree requirements and major curricular revisions within the context of the Agreement between the two parent institutions;
2. Academic policies and procedures (e.g., grading appeals and grievances, withdrawals, student disqualification from the program);
3. Communication and dissemination of information;
4. Program coordination: long-range planning, program evaluation, joint publications and ceremonies, accreditation and special reports, operational activities (recruitment, admissions, records, student services).

The Dean of the Intercollegiate Nursing Program is responsible for making recommendations to the Educational Policies Board and to the Academic Senate, as pertinent.

Meetings: The Interinstitutional Council meets at least three times per year. The chairperson may schedule additional meetings.

Membership:

- Dean of the Intercollegiate Nursing Program, chairperson (Merritt)
- Chairperson, Undergraduate Nursing Program (Merritt)
- Director, Recruitment and Admissions (Merritt)
- Director, Student Affairs (Merritt)
- Registrar (Merritt)
- two faculty members appointed by the Academic Dean (Merritt)
- student representative appointed by the Student Body President (Merritt)
- Academic Vice President and Provost, ex-officio (Merritt)
- Vice President, Student Affairs (Saint Mary's)
- Dean, Academic Services (Saint Mary's)
- Dean, Admissions (Saint Mary's)
- Registrar (Saint Mary's)
- Academic Advisor, Nursing (Saint Mary's)
- faculty member appointed by the Academic Vice President (Saint Mary's)
- student representative appointed by Student Body President (Saint Mary's)
- Academic Vice President, ex-officio (Saint Mary's)

1.7.3.8

Library Committee

Role: The Library Committee serves as an advisory resource to the Director of the Library. The chairperson of the Library Committee serves as a liaison between the Director of the Library and the Academic Senate. The chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Acquisitions and collection development;
3. Budgetary needs;
4. Public services of the library.

Membership:

- four ranked undergraduate faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Extended Education, appointed by the Deans of the respective Schools for two-year renewable terms, appointments to be staggered
- one ranked graduate faculty member, appointed by the chairperson of the Educational Policies Board, for a two-year term
- one ranked faculty member, appointed by the Dean of the Intercollegiate Nursing Program
- one professional librarian, appointed by the Director of the Library, for a two-year term
- one graduate student, appointed by the chairperson of the Educational Policies Board
- one undergraduate student, appointed by the Student Body President, ASSMC
- one undergraduate student from the School of Extended Education, elected by the class representatives

- chairperson of the Intercollegiate Nursing Program
- Director of the Library

Meetings: The Library Committee meets four times per academic year. Additional meetings may be called by the Academic Senate, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the Director of the Library, prepares the agenda for Committee meetings.

1.7.3.9

January Term Committee

Role: To recommend to the Dean of the School of Liberal Arts guidelines and policies for the January Term; to review proposals for courses offered during that term, including independent study proposals; to supervise catalog publication for each January; to evaluate preregistration results for that term; to recommend policy regarding coordination with other 4-1-4 colleges; to recommend and review other academic activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term (chairperson)
- four ranked faculty members appointed by the Dean of the School of Liberal Arts for three-year (staggered) terms
- one student appointed by the Student Body President
- Dean for Academic Development, ex-officio
- Registrar, ex-officio

1.7.3.10

Committee on Academic Appeals

Role: A faculty/student committee which hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened by the Dean for Academic Development, at the request of the student:

1. To hear appeals regarding decisions of the Dean of the School or of the Registrar (and approved by the Dean of the School) concerning courses, standards, academic regulations and requirements for graduation;
2. To hear appeals regarding grades given by instructors;
3. To hear appeals regarding charges of academic dishonesty lodged against students by instructors or by the Registrar.

Membership: Three ranked undergraduate faculty members from the Educational Policies Board, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, and three ranked alternates, appointed by the past chairperson of the EPB for one year renewable terms; two students appointed by the Student Body President for one year renewable terms and confirmed by the Executive Council of that group.

Procedures:

1. When the student expects to appeal a decision by the Dean of his/her School and/or the Registrar, or to appeal a grade given by an instructor (see 1. and 2. above), the student must file a notification to that effect with the Dean for Academic Development within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see Academic Honesty Policy, section 3.1.1.)
2. The student is normally expected first to take his/her grievance to the instructor or administrator involved. If the student is not satisfied with the outcome, he/she should next take the grievance to the department chairperson or to the appropriate academic administrator.
3. If the grievance is not resolved in step 2, the student will file a written statement of grievance with the Dean for Academic Development. The Dean will notify the appropriate instructor, department chairperson, and the School Dean that a grievance has been filed.
4. If the student decides not to pursue the grievance, he/she must advise the Dean for Academic Development that the notification and/or statement of grievance be withdrawn.
5. The grievance must be brought to the Committee on Academic Appeals before one long term has elapsed since the term in which the cause for appeal occurred.
6. The Committee will not consider a grievance until and unless all the above avenues of informal resolution have been pursued.
7. In convening for a specific case, the Committee chooses its own chairperson. Representatives of the two principals (a ranked faculty member chosen by the student and a ranked faculty member chosen by the other principal) will present to the Committee the respective arguments of the two principals whom they represent. The two principals do not attend the meeting unless requested to do so by the Committee.
8. Minutes of the proceedings will be taken and kept on file in the Office of the Dean for Academic Development. All proceedings and correspondence, and the minutes are confidential and will not be maintained in the student's permanent academic record.
9. In hearing an appeal, the Committee has authority to:
 - a. set time limits on presentation by representatives of the two principals;
 - b. request written statements from the principals, if necessary;
 - c. determine if the principals are to appear before it;
 - d. consider during its deliberations all documents and any records considered by the initiating instructor or administrator; oral and/or written argument of both principals; additional evidence the Committee deems appropriate.

10. The Committee, upon reaching a majority decision, has the authority in the individual case to instruct the Registrar to waive an academic regulation or requirement, make an exception to an academic standard, or to change a grade.
11. The Committee gives written notification of its decisions to the principals.

1.7.3.11

International Programs Coordinating Committee

Role: The International Programs Coordinating Committee coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner.

Activities supported by the Committee include, but are not limited to, the following:

1. Cultivating and attracting international students by
 - a. recommending policies which encourage international students to attend Saint Mary's College;
 - b. identifying and seeking scholarship funds for such students to study at Saint Mary's College, in collaboration with the Development office.
2. Encouraging cooperation with the Christian Brothers' worldwide network by
 - a. attracting graduates of Christian Brothers institutions worldwide to Saint Mary's College;
 - b. entering into collaborative programs with other Christian Brothers colleges and university.
3. Encouraging an undergraduate and graduate curriculum at Saint Mary's College that prepares students for work and service in an interdependent world by
 - a. encouraging the study of cultures and languages both here and abroad;
 - b. encouraging the clustering of existing courses to create area studies;
 - c. encouraging the introduction of international perspectives in existing courses at the undergraduate and graduate levels.
4. Encouraging faculty, staff, and student exchanges with other institutions internationally by
 - a. hosting visiting Fulbright and Marshall Fellows;
 - b. developing data bases for such exchange opportunities;
 - c. fostering the development of foreign language competence among faculty, staff, and students.

5. Supporting a Programs Abroad Committee which itself encourages students to study in foreign countries by
 - a. recommending policies which encourage appropriate study abroad by students from Saint Mary's College;
 - b. advising the Registrar regarding specific study abroad programs;
 - c. reviewing and approving student requests for study abroad for pre-approval of transfer credits;
 - d. collecting materials from programs abroad which are consistent with Saint Mary's College educational goals;
 - e. evaluating and visiting specific programs.

Members of the Programs Abroad Committee are:

- Director of the Center for International Programs
- Registrar
- four full-time faculty members, two from the School of Liberal Arts, one each from the Schools of Economics and Business Administration, and Science, appointed for three-year staggered terms by the chairperson of the Academic Senate (faculty to have a demonstrated interest in and knowledge about study abroad)

The Programs Abroad Committee elects its own chairperson for a one-year term, renewable.

The Programs Abroad Committee meets a minimum of four times yearly.

Meetings: The International Programs Coordinating Committee meets a minimum of four times yearly.

Membership:

- Director of the Center for International Programs (chairperson)
- Chairperson of Programs Abroad Committee
- Coordinator of International Recruiting and Admissions
- Director of Graduate Business Programs
- Registrar
- Dean of Academic Advising and Achievement
- Dean of Admissions
- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the Academic Vice President, who may appoint up to two additional members.

1.7.3.12

Celebrating Diversity Committee

Role: The Celebrating Diversity Committee evaluates annually the degree to which Saint Mary's College meets the ongoing recommendations and guidelines which promote diversity objectives, as outlined in the "Celebrating Diversity" document (May 21, 1991) and augmented by subsequent recommendations and reports. The Committee provides an annual report to the President and the Academic Senate by August 1 regarding Saint Mary's College's progress toward compliance with the recommendations itemized under Areas I through V in the "Celebrating Diversity" document.

Membership:

- two faculty members
- two staff members
- two administrators
- one alumnus/alumna
- one student

The faculty and staff members and administrators are appointed by the President for three-year terms, staggered. The alumnus/alumna is appointed by the President for a two-year term, and the student for a one-year term, renewable.

1.7.3.13

Committee on Human Research

Role: The Committee on Human Research informs the College community at-large concerning the responsibilities of faculty, student or administrative researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and are in conformance with federal regulations.

The Committee's responsibilities include:

1. The formulation of guidelines and policies which meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with his designee and the College's General Counsel.
2. The provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.
3. The review of all proposals for human research submitted to the Committee by faculty, student or administrative researchers to assure concordance with aforementioned guidelines. The guidelines specify which research is included and which is exempt from the Committee's research.

The Committee receives proposals from:

- a. All faculty and administrative staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
 - b. Students who carry out research projects involving human subjects. Approval of the student's protocol by the faculty member sponsoring and supervising the research is to accompany the proposal to the Committee.
4. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Dean for Academic Development on the research approved.

Membership:

- two faculty members from the School of Science
- one faculty member from the School of Liberal Arts, excluding the Department of Health, Physical Education and Recreation
- one faculty member from the Department of Health, Physical Education and Recreation
- one faculty member from the School of Economics and Business Administration
- one faculty member from the School of Extended Education
- one faculty member from the Intercollegiate Nursing Program
- one member from off-campus who is not a part of the immediate family of a person who is affiliated with the institution (Code of Federal Regulations 46.107(d)), ex-officio, appointed by the President
- General Counsel, ex-officio, or other designee appointed by the President
- Dean for Academic Development, ex-officio

Meetings: The Committee meets as frequently as necessary.

All faculty members of the Committee are ranked faculty appointed by the Deans of their respective Schools or programs for two-year renewable terms, terms to be staggered.

The Committee elects its chairperson annually from among its membership.

1.7.3.14 Faculty Development Fund Committee

Role: The Faculty Development Fund Committee reviews applications from undergraduate and graduate faculty members for awards from the Faculty Development Fund (see also section 2.10.2).

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications.

Membership:

- Dean for Academic Development (chairperson)
- Director of Faculty Development and Scholarship
- six ranked faculty members, one each from the Schools of Liberal Arts, Science, the undergraduate program of the School of Economics and Business Administration, the

Schools of Education and Extended Education, and from the Graduate Business Programs, appointed by the Deans of the Schools.

1.7.3.15 Orientation Committee

The orientation program for new undergraduate students seeks to aid their transition into Saint Mary's College by integrating them into the academic and student life of the College, and by structuring opportunities for the interaction of new students with faculty, staff, and continuing students. Orientation is a shared responsibility of the Offices of Academic Affairs and Student Affairs. Programs for new students are offered during the summer and at the beginning of each term. A concurrent program for the families of new students is also provided with the assistance of the Director of Parent Relations. The Orientation Committee oversees all aspects of the orientation programs (i.e., academic advising, orientation sessions, Move-In Day, and Welcome Week).

Membership:

- Assistant Academic Vice President (co-chair)
- Dean for Campus Life
- Dean for Academic Advising and Achievement
- Dean of Admissions
- Director of Student Activities and Leadership
- Director of Events and Conferences
- Director of Collegiate Seminar
- Registrar
- three faculty members, one each from the Schools of Liberal Arts, Science, and Economics and Business Administration, appointed by the Deans of the School
- three students, once each from the above-noted Schools, appointed by the Student Body President in consultation with the Dean for Campus Life
- the coordinator of Student Orientation Staff (SOS)

1.7.3.16 Committee on Student Advising

(Description pending)

1.7.4 ACADEMIC SENATE COMMITTEES

1.7.4.1 Grievance Committee

(For Grievance Procedures, see section 2.16.)

The Grievance Committee will be constituted as follows:

Membership:

- nine tenured undergraduate faculty members, three elected at-large each year by the undergraduate faculty, to three-year terms
- three tenured graduate faculty members, elected at-large by the graduate faculty to three-year terms
- two tenured Extended Education undergraduate faculty members, elected by the Extended Education faculty for three-year terms

Elections of the graduate and Extended Education faculty members are so arranged that two are elected in two consecutive years and one is elected every third year. Vacancies of regular Committee members are filled in the next election. Vacancies are filled for the amount of term remaining.

Department chairpersons are not eligible to serve on the Grievance Committee. Faculty members who sit, or who sat, in the preceding year, on the Rank and Tenure Committee, are not eligible to serve on the Grievance Committee.

The Committee will have an alternate membership composed of the runners-up to each of the regular members elected in that year, the alternates to have one-year terms. The alternates form a pool to replace any regular member who, through appointment to department chairperson, or election to the Rank and Tenure Committee, or any other cause, becomes ineligible to serve on the Grievance Committee. Runners-up to the graduate faculty members elected, and runners-up to the Extended Education faculty member will serve as alternates to either the graduate faculty member or the Extended Education faculty member. In the event of a replacement the next runner-up becomes the alternate.

A Grievance Committee member may serve on a maximum of two concurrent grievances. In an academic year in which the number of concurrent grievances filed exceeds three, the chair of the Academic Senate has the discretionary power to enlarge the Committee from the alternates and runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage of the grievance proceedings.

For the hearing of each particular case, each party to the grievance can challenge two members. The Committee is then reduced to five by lot, the chairperson to be elected by the Committee.

The chairperson of the Academic Senate will insure that the Committee be operative within five school days from the request for a hearing.

1.7.4.2 Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, and

fringe benefits, and by promoting and protecting faculty interest in matters concerning working conditions, such as office space, secretarial assistance, communications, and parking facilities.

The members shall be free to exercise their own individual judgment in above matters as elected and therefore accountable representatives of the faculty.

Meetings: The Faculty Welfare Committee meets at appropriate times as scheduled by the chairperson of the Committee. The Faculty Welfare Committee informs the Academic Senate of its proceedings regularly and/or on request.

Membership:

- four tenured faculty members elected at-large for staggered three-year terms
- one ranked faculty member elected at-large

The terms of the graduate faculty member and the undergraduate Extended Education faculty member shall be staggered. The Committee shall elect its own chairperson.

1.7.4.3

The Committee on Committees

Role: The Committee on Committees is a standing committee of the Academic Senate, charged with responsibility for conducting faculty elections (see section 1.6.1.1). The Committee reports regularly through the elections season to the Academic Senate and maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness and reports on same to the Senate and, when warranted, recommends changes.

Membership:

- vice chairperson of the Academic Senate, who serves as chair of the committee for one year
- five tenured faculty members, one from each of the Schools of Liberal Arts, Science, Economics and Business Administration, Extended Education, and Education, elected for two-year staggered terms

1.7.4.4

Academic Administrators Evaluation Committee

The purpose of the Academic Administrators Evaluation Committee is:

1. to help administrators improve their performance by providing them with assessment information;
2. to assist the College in making informed decisions regarding the retention/release of academic administrators;
3. to identify and communicate to the College the qualities and skills which the faculty think are desirable in academic administrators.

Role: The Committee's role is to design and conduct periodic, systematic, and confidential evaluations of academic administrators: Associate Deans, Deans, Vice Presidents, and the President in order to assess their performance in matters substantially affecting the academic life of the College.

Membership: Five faculty members appointed by the chair of the Academic Senate, one from each School, plus the chair of the Academic Senate as a voting, ex-officio member. The term of office is three years, with terms staggered.

The Committee selects its own chairperson.

Meetings: The chairperson of the Committee calls meetings at appropriate times.

1.7.4.5 Faculty Committee on the Bookstore

Role: The Faculty Committee on the Bookstore represents the faculty in dealings with both the administration and the Bookstore management in regard to all Bookstore matters. The Committee reports to the Academic Senate.

Meetings: The chairperson of the Committee calls meetings at appropriate times (for example, to review faculty requests and recommendations concerning the Bookstore).

Membership: Five faculty members appointed by the chairperson of the Academic Senate, the choice of members to be as representative as possible. The Committee selects its own chairperson.

1.7.4.6 Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the Director for Faculty Development and Scholarship in maintaining a faculty development program that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the Director for Faculty Development and Scholarship in faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest).

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

Membership:

- Director for Faculty Development and Scholarship, chairperson
- five elected faculty members, one from each School (two-year, staggered terms)
- three faculty members (one-year, renewable terms) appointed by the Director for Faculty Development in consultation with the chair of the Academic Senate.

1.7.5 STUDENT AFFAIRS COMMITTEES

1.7.5.1. Campus Athletic and Recreational Sports Committee

The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the Vice President for Student Affairs, and/or to the President of the College.

Meetings: Meets at least three times during the academic year.

Membership:

- Faculty Athletic Representative (appointed by the President), chairperson, one-year term
- two faculty members (appointed by the Academic Senate), three-year terms
- two administrator/staff members (appointed by the President or his designee), three-year terms
- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- Vice President for Student Affairs
- Director of Athletics
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports

1.7.5.2 Career Development Center Advisory Board

The Career Development Center Advisory Board provides guidance and direction to the Career Development Center's planning and placement activities.

Meetings: Meets at least four times a year.

Membership:

- Director of Career Development Center
- Associate Director, Career Development Center
- Dean, Student Development
- Alumni Director
- Director, Parent Relations
- Career Counselor
- Experimental Learning Coordinator
- one faculty representative
- one administration representative
- two alumni
- two undergraduate students

- two representatives from the business community
- a Career Placement Director from a local college/university
- a Human Resources recruiter

1.7.5.3 Disciplinary Hearing Board

The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Student Development and Leadership and/or the Vice President for Student Affairs for matters referred to it concerning individual student and student organization disciplinary situations involving alleged violations of the Statement of Community Standards, the Student Code of Conduct, and College policies. In matters involving student-on-student allegations of sexual assault or sexual harassment, the Disciplinary Hearing Board decides the sanction, if any, to be imposed, based on the findings and report of the campus investigator. Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the Dean of Student Development. The Disciplinary Hearing Board meets on an as needed basis as determined by a request of a student, the Dean of Student Development or the Vice President for Student Affairs. As disciplinary matters often require expedient resolution on a case-by-case basis, the chair of Disciplinary Hearing Board selects up to two of the student, faculty and administrator members to hear a particular referred case.

Membership:

- chairperson, appointed by the Vice President, Student Affairs
- four students, appointed by the President of ASSMC, in consultation with the Dean for Campus Life
- four faculty, appointed by the chairperson, Academic Senate
- four administrators, appointed by the Vice President, Student Affairs

1.7.5.4 Residence Life Advisory Board

The Residence Life Advisory Board advises the Dean for Campus Life on matters pertaining to residential living.

Meetings: Meets at least twice a year.

Membership:

- Dean for Campus Life
- Assistant Directors of Residence Life
- Director, Student Activities
- Director, Student Recreation and Wellness
- two faculty appointed by chair, Academic Senate
- two members of Residence Life staff appointed by Dean for Campus Life
- three students elected by resident students

1.7.5.5 Student Health Committee

The Student Health Committee advises the Health Services staff and the Vice President for Student Affairs on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.

Meetings: Meets at least twice a year.

Membership:

- Dean, Student Development (chairperson)
- Director, Counseling Center
- Director, Student Recreation and Wellness
- Coordinator, Women's Resource Center
- Dean, Intercollegiate Nursing Program (or designee)
- one Athletic Trainer
- College physician
- two faculty members appointed by chair, Academic Senate
- three students (one of whom must be a Resident Advisor) appointed by the President of ASSMC

1.7.5.6 Student Activities and Recreation Advisory Committee
(Description pending)

1.7.5.7 Campus Student Life Committee

Role: The Campus Student Life Committee develops agenda for the Vice President of Student Affairs Cabinet and the Regents Student Life Committee that addresses student academic, social, spiritual, career, recreational, and physical needs and interests.

Membership:

- Vice President for Student Affairs, chairperson
- Dean of Student Development
- Dean for Campus Life
- Director of Athletics
- Director of Public Safety
- Director of Student Activities and Leadership
- four students from the Executive Committee of the ASSMC, one-year term
- one student Resident Advisor, appointed by Resident Advisors, one-year term
- one student athlete, appointed by the Student-Athlete Advisory Committee, one-year term

Meetings: Meets at least twice per term.

1.7.5.8. Alcohol and Other Drug Committee

Reports to: Dean of Student Development

Membership:

1. 3 appointed students (one appointed by the ASSMC President for a one academic year term, one appointed by the Director of Student Activities for a two academic year term, and one student appointed by the Dean of Campus Life for a two academic year term),
2. 2 appointed faculty (appointed by the Academic Senate Chair, one for a one-year term and one for a two-year term)
3. 4 appointed staff (one appointed by the Dean of Campus Life, one appointed by the Director of Student Activities, one appointed by the Director of Human Resources, one appointed by the Director of Athletics)
4. 2 staff by-right-of position (Director of the Alumni Office, Health Educator from the Health and Wellness Center)

Charge:

The AOD Committee's purpose is to support the legal and responsible use of alcohol while reducing the high-risk behaviors and negative consequences associated with the use of alcohol and other drugs. The committee's activities include:

1. promoting forums for campus dialogue and educational opportunities concerning alcohol as well as illicit and illegal drugs;
2. reviewing the College's policies, procedures and practices regarding alcohol and other drugs and
3. conducting the biennial review of the College's drug prevention program (in compliance with the Drug-Free Schools and Communities Act Amendments of 1989).

Meetings: Meets at least once per term.

1.7.6 ADMINISTRATION/CHIEF FINANCIAL OFFICER COMMITTEES

1.7.6.1 Budget Taskforce

(Description pending)

1.7.6.2 Technology Coordinating Committee

The Technology Coordinating Committee provides a forum for the discussion of all major policy issues related to technology at the College. The TCC appoints subcommittees to discuss particular issues, and forwards recommendations to the appropriate Vice President. Issues may be identified by the TCC, or may be forwarded to the TCC either by the Academic Senate or by the Associated Students of Saint Mary's College.

Membership of the TCC includes the Vice President for Administration/CFO and the chair of the Academic Senate or his/her designee as co-chairs, four faculty representatives appointed by the chair of the Academic Senate to two-year terms, the Director of Information Technology, the Head of Library Systems and Media Services, the SMC Webmaster, one representative each from Student Affairs, Enrollment Services, and Planning and Advancement, two student representatives appointed by the ASSMC.

1.7.7 PLANNING AND ADVANCEMENT COMMITTEES

1.7.7.1 Planning and Advancement Committees

Depending on the nature of the plans for development of the College, the Vice President for Planning and Advancement is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the Regents' Development Committee, the Regent advisory committees to the various Schools and departments of the College, and the Alumni Board of Directors, and the Campus Planning Committee.

1.7.8 ENROLLMENT SERVICES COMMITTEES

1.7.8.1 Enrollment Group

The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders, it seeks to ensure that the efforts of the various areas are coordinated and cohesive for the benefit of the students.

Membership:

- Vice President for Enrollment Services (chairperson)
- Dean for Campus Life
- Dean of Academic Advising and Achievement
- Dean of Admissions
- Dean for Academic Development
- Director of Financial Aid
- Director of Articulation and Transfer
- Director of Student Activities

- Registrar
- Controller
- Assistant Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions

1.7.9 MISCELLANEOUS COMMITTEES

1.7.9.1 Committee for Lectures, Art and Music (CLAM)

Role: The Committee for Lectures, Art and Music schedules events for each academic year designed to enrich and broaden the cultural environment of Saint Mary's College and to appeal to the community surrounding the campus; allocates funds within the budget provided; coordinates publicity, facilities and staffing for events; evaluates the effectiveness and costs of the events.

Membership: Chairperson (appointed by the President of the College) and four part-time staff persons: managing director, events coordinator, technical director, administrative assistant.

The Committee welcomes suggestions for events which reflect the goals of the College and high artistic standards. Faculty, staff and students of the College are admitted to all events at a reduced cost (approximately 50% of regular ticket prices). Faculty and staff may purchase one additional ticket for each event at the discounted rate.

1.7.9.2 Hearst Art Gallery Advisory Board

The Hearst Art Gallery Advisory Board provides the Director of the Hearst Art Gallery with advice and assistance in policy formation, collection development, exhibition planning, budgeting, fundraising, and public relations. Members include one representative each from the Art department faculty, the Development office, the Academic Senate, the ASSMC Senate, the Alumni Association, the Christian Brothers, and three Regents and other such members as are appointed by the Director of the Gallery, the total Board membership to be no less than 11, nor more than 25. The chairperson of the Board is appointed by the Gallery Director. The Board meets four times yearly.

1.7.9.3 Joint Committee of Associated Students of Saint Mary's College (ASSMC), Staff Council, and the Academic Senate

Role: The Joint Committee of ASSMC, Staff Council, and the Academic Senate shares information about the work of the three bodies and explores common concerns. Liaison members report regularly to their respective committees on the substance of joint committee discussions and the work of the other bodies, and propose any resolutions on the common concerns of the groups as seem warranted by their discussions.

Meetings: Meets at least twice a semester

Membership: Three students appointed by ASSMC president, three staff members appointed by the Staff Council chair, and three faculty members appointed by the Senate chair.

1.7.9.4

Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see Revision Procedures for the *Faculty Handbook*, section 1.8).

Membership:

- Dean for Academic Development (chairperson)
- Academic Vice President
- Chairperson, Academic Senate
- Director for Human Resources
- General Counsel
- President

The chairperson of the Academic Senate may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

REVISION PROCESS OF THE *FACULTY HANDBOOK*

The content of the *Faculty Handbook* is of three categories:

- a. descriptive and informational material, such as hours of operation for health services or duplicating services, directions for use of the telephone system, descriptions of facilities in the library, etc.;
- b. definitions and procedures that have the force of creating or changing policies, such as sabbatical or rank and tenure procedures, rather than merely describing them; and
- c. material that combines the two functions (a. and b.), such as charts describing institutional organization or committee structure and reporting.

The revision process has three types of procedures:

1. Material in Category (a) is routinely collected and updated by the Dean for Academic Development for each revision of the *Handbook*. When in doubt about the nature of the material, the Dean should consult with the chair of the Academic Senate and the Academic Vice President and, when appropriate, the President, as prescribed in procedure 3., below, before proceeding to revise that section. Changes to material in Category (a) can occur and revised pages can be circulated to faculty to update their *Handbooks* at any time.
2. Material proposed by the Senate requires the approval of the Academic Vice President; material proposed by the administration and/or the Academic Vice President requires consultation with the Academic Senate. Changes or additions to material in Category (b) that have been approved by the Academic Senate and the Academic Vice President are collected through the academic year by the Dean for Academic Development. On or about February 20 of each year, the Dean for Academic Development distributes to members of the *Faculty Handbook* Review Committee all changes or additions to be considered by that Committee. During the first two weeks of March in each academic year, changes to material in Category (b) are reviewed by the Committee. Academic Senate members or faculty representatives who authored changes may be invited to be present during discussion of the section(s) in which they were involved. Changes agreed upon by the Committee are presented to the President for his approval in consultation with the Board of Trustees each year at its May meeting. Changes not agreed upon are returned to the appropriate Senate or faculty representative, or administrator for revision.
3. Any material in Category (c) must be reviewed by the chair of the Senate, the Dean for Academic Development, the Academic Vice President, and by the President. If all four agree on the nature of the material, it will be treated according to procedure 1. or 2. as jointly agreed upon. If there is disagreement, then such material will be revised only through process 2.

The Dean for Academic Development is responsible for publishing and updating the *Faculty Handbook*. Entries which have been revised bear a notation to that effect on the pages revised, with the date of revision.